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# Stanly Community College

GENERAL CATALOG

1990-91



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## **THE CATALOG**

The purpose of the catalog is to furnish prospective students and other interested persons with information about Stanly Community College and its programs. Announcements contained in this catalog are subject to change without notice and may not be regarded as binding obligations on the college or the State. Changes will be kept to a minimum, but changes in policy by the State Board of Community Colleges, the Department of Community Colleges, or by the local Board of Trustees may require alterations periodically.

Stanly Community College is an equal opportunity educational institution and employer. The College does not practice or condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, or handicap, consistent with the Assurance of Compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246, Title IX of the Education Amendments of 1973, and the Rehabilitation Act of 1973.



# Stanly Community College

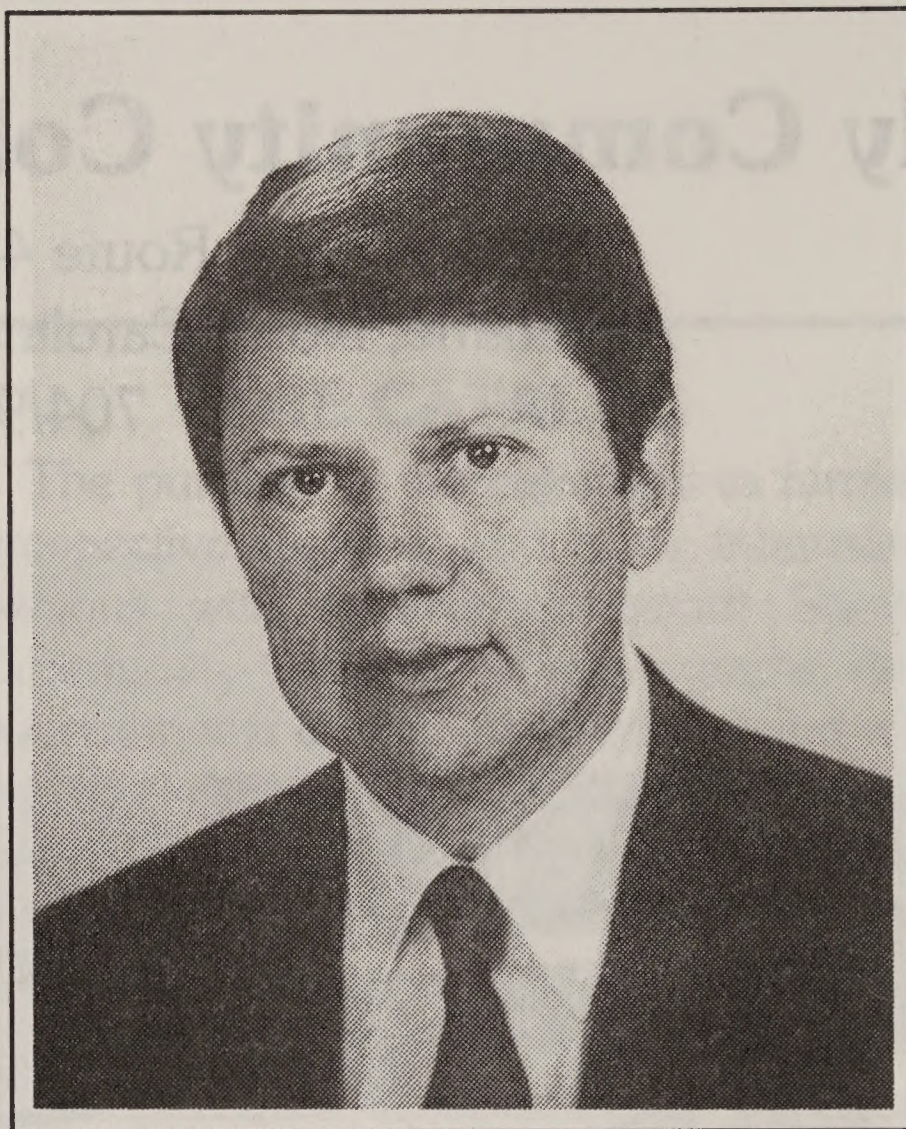
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Albemarle, North Carolina 28001  
704/982-0121



## GENERAL CATALOG 1990-91

Stanly Community College is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.





Welcome to the educational programs and courses of Stanly Community College. This catalog lets you explore our college and think about many of the opportunities that await you here. It is, in a sense, a wishbook.

If you wish to begin a new career or to learn more about your current job to get ahead, we have programs to offer you. If your desire is personal enrichment, to study the world, its people or environment, we have courses for you. If you need basic skills in reading and math or want a high school diploma our faculty and staff are ready to respond.

At Stanly Community College the student comes first. This means that we listen, we care and we respond to your needs with quality education. The catalog does not allow you to meet the faculty and staff, the people who make this all happen. We invite you to visit us or call us. Get to know us and let us help you to build your career and your dreams.

A handwritten signature in cursive script that reads "Jan J. Crawford". The signature is fluid and stylized, with the first and last names being more prominent.

Jan J. Crawford



# Stanly Community College

## ACADEMIC CALENDAR 1990-91

### FALL QUARTER 1990-91 (55 DAYS)

September 6	Thursday	Registration — 9:30 a.m. to 1:30 p.m. 6 p.m. to 8 p.m.
September 10	Monday	First Day of Classes
September 14	Friday	Last Day to Register or Add a Course
September 26	Wednesday	Activity Day
October 5	Friday	Last Day to Drop a Course With a Grade of W
October 8	Monday	No Classes
November 5-9	Monday-Friday	Pre-Registration with Advisors
November 13	Tuesday	Last Day to Drop a Course
November 14	Wednesday	Pre-Payment for Winter Quarter
November 22-23	Thursday-Friday	Thanksgiving Holidays
November 29	Thursday	Last Day of Classes

### WINTER QUARTER 1990-91 (55 DAYS)

December 4	Tuesday	Registration — 10 a.m. to 1 p.m. 6 p.m. to 8 p.m.
December 6	Thursday	First Day of Classes
December 12	Wednesday	Last Day to Register or Add a Course
December 24-January 1	Monday-Tuesday	Winter Break (No Classes)
January 2	Wednesday	Classes Resume
January 4	Friday	Last Day to Drop a Course With a Grade of W
January 21	Monday	Martin Luther King, Jr. Day (No Classes)
February 11-15	Monday-Friday	Pre-Registration with Advisors
February 18	Monday	Last Day to Drop a Course
February 20	Wednesday	Pre-Payment for Spring Quarter
March 4	Monday	Last Day of Classes
*March 5-6	Tuesday-Wednesday	Make-up Days for Inclement Weather



## **SPRING QUARTER 1990-91 (55 DAYS)**

March 7	Thursday	Registration — 10 a.m. to 1 p.m. 6 p.m. to 8 p.m.
March 11	Monday	First Day of Classes
March 15	Friday	Last Day to Register or Add a Course
March 29-April 1	Friday-Monday	Easter Holidays
April 8	Monday	Last Day to Drop a Course With a Grade of W
May 1	Wednesday	Activity Day
May 6-10	Monday-Friday	Pre-Registration with Advisors
May 15	Wednesday	Pre-Payment for Summer Quarter
		Last Day to Drop a Course
May 29	Wednesday	Last Day of Classes

## **SUMMER QUARTER 1990-91 (50 DAYS)**

June 3	Monday	Registration — 10 a.m. to 1 p.m. 6 p.m. to 8 p.m.
June 5	Wednesday	First Day of Classes
June 11	Tuesday	Last Day to Register or Add a Course
July 1-12	Monday-Friday	Summer Break (No Classes)
July 15	Monday	Classes Resume
July 17	Wednesday	Last Day to Drop a Course With a Grade of W
August 5-9	Monday-Friday	Pre-Registration with Advisors
August 13	Tuesday	Last Day to Drop a Course
August 14	Wednesday	Pre-Payment for Fall Quarter
August 27	Tuesday	Last Day of Classes
August 29	Thursday	Graduation

\*Any days lost due to inclement weather will be made up during this time.



# UNCC-Stanly Community College

## General Education College Program

### ACADEMIC CALENDAR 1990-91

#### FALL SEMESTER 1990

August 20	Monday	Registration
August 22	Wednesday	First Day of Classes
August 28	Tuesday	Last Day to Register or Add a Course
September 3	Monday	Labor Day Holiday (No Classes)
October 8-9	Monday-Tuesday	Fall Break (No Classes)
October 26	Friday	Last Day to Drop a Course With a Grade of W
November 16	Friday	Last Day to Drop a Course
November 21-23	Wednesday-Friday	Thanksgiving Holiday (No Classes)
December 7	Friday	Last Day of Classes
December 10-14	Monday-Friday	Final Exam Week

#### SPRING SEMESTER 1991

January 7	Monday	Registration
January 9	Wednesday	First Day of Classes
January 15	Tuesday	Last Day to Register or Add a Course
January 21	Monday	Martin Luther King, Jr. Day
March 8	Friday	Last Day to Drop a Course With a Grade of W
March 11-15	Monday-Friday	Spring Break (No Classes)
March 29-April 1	Friday-Monday	Easter Holidays (No Classes)
April 5	Friday	Last Day to Drop a Course
April 26	Friday	Last Day of Classes
April 29-May 3	Monday-Friday	Final Exam Week

\*Subject to Change Without Notice



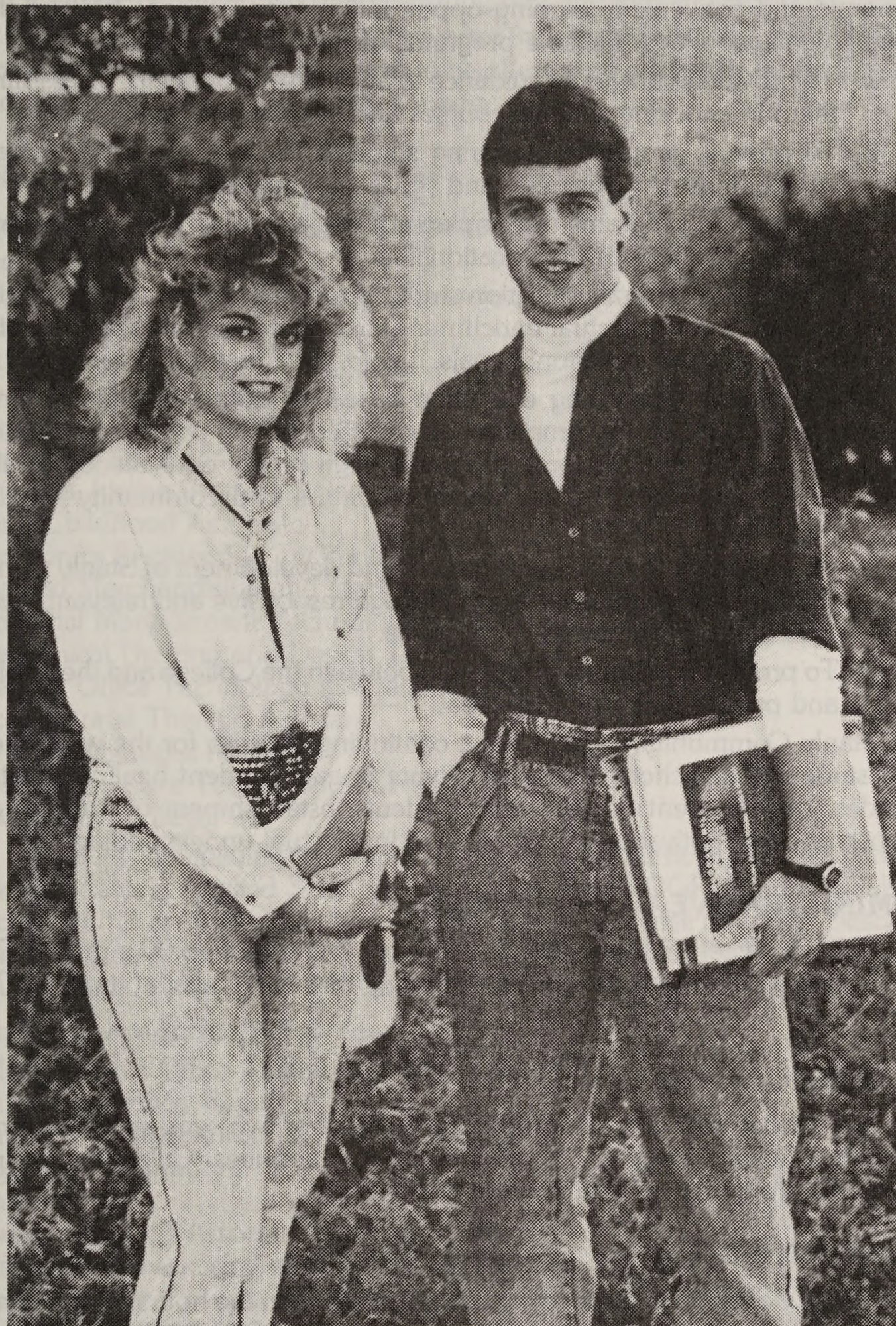
# TABLE OF CONTENTS

<b>Message from the President</b> .....	2
<b>ACADEMIC CALENDARS</b> .....	3-5
<b>INTRODUCTION</b> .....	8
Purpose .....	8
Administrative Office Hours .....	8
Academic Year .....	8
Class Schedule .....	8
Areas of Study .....	9
<b>ADMISSION POLICIES</b> .....	10-14
<b>EXPENSES, FINANCIAL AID</b> .....	15-20
<b>ACADEMIC POLICIES</b> .....	21-30
<b>STUDENT DEVELOPMENT, STUDENT LIFE</b> .....	31-37
<b>PROGRAMS OF STUDY</b> .....	38
Accounting .....	39
Administrative Office Technology .....	40
Associate Degree Nursing .....	42
Auto Body Repair .....	48
Auto Mechanics .....	49
Basic Law Enforcement Training .....	51
Biomedical Equipment Technology .....	52
Business Administration .....	54
Business Computer Programming .....	55
Computer Engineering Technology .....	57
Computer Operations .....	59
Cooperative Education .....	60
Cosmetology .....	61
Criminal Justice-Protective Service Technology .....	62
Early Childhood Associate .....	64
Electronics Engineering Technology .....	67
Fashion Merchandising and Marketing .....	70
General Education College Program .....	73
Horticulture .....	74
Industrial Electronics .....	76
Machinist .....	78
Mechanical Drafting and Design Technology .....	79
Medical Assisting .....	82
Medical Office Technology .....	84
Occupational Therapy Assistant .....	86
Physical Therapy Assistant .....	89
Respiratory Care Technology .....	92
Secretarial, Legal .....	97
Welding .....	99
<b>COURSE DESCRIPTIONS</b> .....	100-175
<b>CONTINUING EDUCATION, LEARNING RESOURCES CENTER</b> ..	176
<b>PEOPLE</b> .....	184
State Administration .....	184
Board of Trustees .....	184
Faculty and Staff .....	184-190



# Introduction

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## Admissions Policies



# **INTRODUCTION**

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## **PURPOSE**

Stanly Community College was established to provide appropriate economic and convenient learning opportunities for all citizens beyond the normal high school age. Flexible programs of the College are designed:

1. To provide educational guidance to all who seek our help, by assisting them in choosing suitable courses and in setting realistic goals.
2. To provide programs preparing students for jobs at the technician level in industry, business, and service occupations.
3. To provide programs developing abilities and skills that will prepare students for jobs at the vocational level.
4. To provide general education studies for students who seek personal growth and intellectual enrichment through course work not directly related to their vocational goals.
5. To provide continuing education based on community needs and interest with special emphasis on basic education courses for grades 1-8, high school diploma programs, high school equivalency certificates, developmental studies, and cultural and community service programs.
6. To accelerate the economic growth and development of Stanly Community College's service areas through responsive and relevant business and industry training programs.
7. To provide continuing articulation between the College and the public and private schools of the area.

Stanly Community College has a continuing concern for the welfare of each student. The school seeks to cultivate in each student healthy mental attitudes, development of abilities and talents, establishment of human relationships, and motivation for progress in intellectual understanding.

## **ADMINISTRATIVE OFFICE HOURS**

College offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. Evening personnel are on duty Monday through Thursday until 10:00 p.m.

## **ACADEMIC YEAR**

The school year is divided into four quarters or two semesters (General Education College Program) for all instructional activities. Calendars for instructional programs are published in this catalog.

## **CLASS SCHEDULE**

Stanly Community College offers classes between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday, until 5:00 p.m. on Friday, and until 1:00 p.m. on Saturday.

The availability of curricula credit courses during both day and evening sessions allows working students the opportunity to select curriculum courses applicable to a degree or a diploma. Any person, after completion of the



appropriate admission procedures, may enroll for the day or evening classes.

Non-credit courses which are offered primarily for personal and community improvement are also offered during day and evening sessions.

Prior to the beginning of each quarter (or semester) schedules indicating types, locations and times of classes to be offered are published by the College and also announced in local news media.

## **AREAS OF STUDY**

### **Associate Degree Programs (Two Years)**

Accounting  
Administrative Office Technology (Secretarial-Executive)  
Associate Degree Nursing  
Biomedical Equipment Technology  
Business Administration  
Business Computer Programming  
Computer Engineering Technology  
Criminal Justice-Protective Services Technology  
Early Childhood Associate  
Electronics Engineering Technology  
Fashion Merchandising and Marketing  
Industrial Management Technology  
Mechanical Drafting and Design Technology  
Medical Office Technology (Secretarial-Medical)  
Occupational Therapy Assistant  
Physical Therapist Assistant  
Respiratory Care Technology-Therapist  
Secretarial — Legal

Students completing the required hours in these curriculums are awarded the Associate in Applied Science degree. See the PROGRAMS OF STUDY section of this catalog for program descriptions and course offerings. Descriptions of courses offered in the above curriculums are listed alphabetically by course prefix in the COURSE DESCRIPTION section of this catalog.

### **Diploma Programs (One Year)**

Administrative Office Technology-One Year Option  
Automotive Body Repair  
Automotive Mechanics  
Computer Operations  
Cosmetology  
Early Childhood Associate-One Year Option  
Fashion Merchandising and Marketing-One Year Option  
Horticulture  
Industrial Electronics  
Machinist  
Medical Assisting  
Respiratory Care Technology-Technician

Students completing the requirements for these curriculums are awarded



# **ADMISSIONS POLICIES**

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a diploma. See the PROGRAMS OF STUDY section of this catalog for program descriptions and course offerings. Descriptions of courses offered in the above curriculums are listed alphabetically by course prefix in the COURSE DESCRIPTION section of this catalog.

## **Certificate Programs**

Basic Law Enforcement Training

Welding

Students completing the requirements for the above programs are awarded a certificate. See the PROGRAMS OF STUDY section of this catalog for program description and course offerings. Descriptions of courses offered in the curriculum are listed alphabetically by course prefix in the COURSE DESCRIPTION section of this catalog.

Additional programs are described in the CONTINUING EDUCATION section of this catalog.

## **ADMISSIONS POLICY**

Stanly Community College, as do all other branches of the North Carolina Department of Community Colleges, operates under an "open door" admissions policy. This means that any person, whether a high school graduate or non-graduate, who is 18 years of age or older, and who is able to profit from further formal education will be admitted to some phase of an educational program. Applicants between the ages of 16 and 18 years may be admitted to appropriate courses and programs as persons with special needs as attested by appropriate public school officials.

The open door policy does not mean there are no restrictions on specific programs. It does mean that these restrictions are flexible enough to allow each student the opportunity to eliminate deficiencies through developmental work.

## **DUAL ENROLLMENT**

High school students 16 years of age or older may enroll for course work at Stanly Community College under the dual enrollment procedure as a Special Credit student with written approval of their high school principal.

High school students participating in the dual enrollment program will be exempt from tuition for all technical and vocational courses at the community college provided they are concurrently enrolled in at least three courses at their high school.

## **ADMISSION TO ASSOCIATE DEGREE PROGRAMS**

High school graduation, or the equivalent, is required of all applicants for degree programs. The high school equivalency certificate (GED) or the state adult high school diploma is acceptable in lieu of a regular high school diploma. Applicants submitting General Education Development (GED) scores must meet North Carolina High School Equivalency Requirements with a total score of 225 with no single test score below 35.

In addition to general requirements, other requirements may be needed



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to meet admission standards and are specified under each curriculum in the **PROGRAMS OF STUDY** section of this catalog.

Applicants to associate degree programs will be required to take a placement evaluation consisting of reading, mathematics, grammar, and writing. The results will be used in advising students in course and program selection.

## **ADMISSION TO ALLIED HEALTH CURRICULA**

High school graduation, or the equivalent, is required of all applicants to allied health programs. The high school equivalency certificate (GED) or the state adult high school diploma is acceptable in lieu of a regular high school diploma. Applicants submitting General Education Development (GED) scores must meet the North Carolina High School Equivalency Requirements with a total score of 225 and no single test score below 35.

Applicants must submit three letters of reference. Those currently or previously employed in a health field must have a work-related reference from their immediate or past supervisor. Relatives should not be used as references.

Applicants for nursing must have completed high school or college chemistry, biology and algebra with a minimum grade of "C" in each course before entry into the program. Applicants for the respiratory care and physical therapist assistant programs must have successfully completed high school or college biology and algebra before entry into these programs (physical therapist applicant must have completed these courses with a minimum grade of "C"). It is recommended that respiratory care and physical therapist applicants also have completed a high school or college chemistry course prior to entering their program of study. All allied health applicants must complete a placement evaluation.

Applicants may be subject to approval by the Admissions Committee. The committee is composed of members of the instructional staff of the respective health curriculum and members of the Student Development staff. An informal interview is held and the committee evaluates all available data concerning each applicant. Applicants to allied health curricula must also submit a medical form (form supplied by the college) completed and signed by a licensed physician.

Additional requirements may be needed to meet admission standards for specific allied health curricula and are listed under those programs in the **PROGRAMS OF STUDY** section of this catalog.

(Note: The North Carolina Board of Nursing may deny license to an individual convicted of a felony or any other crime involving moral turpitude.)

## **ADMISSION TO DIPLOMA PROGRAMS**

Applicants for one-year diploma programs should be high school graduates or meet the North Carolina Equivalency (GED) standard scores. For non-high school graduates with special needs, exceptions may be made. Generally, applicants are admitted to most vocational programs on the basis of high school records. Certain diploma programs require the applicant to complete a placement evaluation.



# **ADMISSIONS POLICIES**

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## **SPECIAL CREDIT ADMISSIONS**

Special credit classification is designated for those curriculum students who are not working toward degrees or diplomas. Application and acceptance are required before a student may be granted this status.

Special credit students may be required to take a placement evaluation if they lack the background in mathematics, English grammar, or reading prerequisite to the course of their choosing.

The Special Credit classification may be retained indefinitely. However, a special credit student must maintain satisfactory academic progress in order to continue as a student. Level of courses taken (technical or vocational) will determine the category of satisfactory progress under which the student will be evaluated.

Special credit students wishing to apply credits earned under this classification toward a degree or diploma must complete all admission requirements for the program of their choice and contact the Registrar to change their enrollment status.

## **ADMISSIONS PROCEDURE**

All correspondence concerning admissions should be addressed to:

Admissions Office  
Stanly Community College  
Route 4, Box 55  
Albemarle, NC 28001  
(704) 982-0121

Applicants for admission to any degree, diploma, or certificate program should complete the following general admission requirements:

1. Obtain an application form from the Admissions Office.
2. Submit the properly completed application to the Admissions Office.
3. Complete a placement evaluation upon notification by the Admissions Office.
4. Request that transcripts of all high school and post high school academic work be sent directly to the Admissions Office.
5. Have a personal interview, if requested by the Admissions Office.
6. Submit a properly completed health form when required. (Allied Health programs)

Additional requirements may be needed to meet admission standards for specific curricula and are listed under those programs in the PROGRAMS OF STUDY section of this catalog.

Letters of acceptance are mailed to applicants as soon as admission requirements are met.

## **INTERNATIONAL STUDENT ADMISSIONS**

Stanly Community College is authorized by the Immigration and Naturalization Service to admit foreign students. The following requirements must be met in order to be considered for acceptance to the college.



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- (1) The student must submit to the college a completed Application for Admission.
  - (2) The student must submit to the college official transcripts from **all** high schools and post-secondary schools (colleges, universities) attended.
  - (3) Proficiency in the English language is an entrance requirement; therefore, the student must take the Test of English as a Foreign Language (TOEFL) examination and have the score forwarded to the college.
  - (4) The student must submit to the college written verification (i.e. official bank letter) stating that adequate financial resources are available for school expenses as well as for general living expenses.
  - (5) The student must complete the college's placement evaluation which is required of all students entering the college.

The requirements listed above must be fulfilled before the student is considered for acceptance into Stanly Community College and before school officials will issue the I-20 Certificate of Eligibility. If for any reason any or all requirements are not met, the I-20 will not be issued.

## **TESTING POLICY**

Applicants for technical, allied health, and selected vocational programs are required to complete a placement evaluation before final acceptance. The placement evaluation is designed to assist students in choosing courses appropriate for their indicated level of performance. (This requirement may be waived at the discretion of the Director of Admissions based on prior test scores or previous study.)

After completing the placement evaluation which is administered through the Counselor's Office, the applicant's scores will be mailed within one week. Individual interpretation sessions can be arranged by contacting the Counselor's office. Test interpretation is oriented toward helping individuals make realistic and objective plans for their educational pursuits. Developmental courses will be required for students whose scores indicate a need for basic skills development.

Special Credit students may be required to take the placement evaluation if they lack the background in mathematics, English grammar or reading prerequisite to the course of their choosing.

## **TESTING SERVICE**

Students desiring to take an aptitude or interest test may do so by contacting the Counselor. Special tests, such as interest inventories, reading tests and others are available to individuals who wish to take them. There is no charge for special tests given at Stanly Community College.

## **TRANSFER CREDIT**

Once an applicant is fully accepted, the Registrar will review post secondary transcripts of applicants for admission with advanced standing. When subject content and length of courses taken are comparable to those in the



# ADMISSIONS POLICIES

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curriculum applied for, credit may be allowed if a grade of C or higher was earned. Transfer credits will not influence the student's grade point average while attending Stanly Community College.

## REGISTRATION

Applicants will be notified of the date of registration. Registration dates are published in the Academic Calendar. At registration, students will be assigned class schedules, pay fees, and purchase books. **Students are considered registered upon completion of registration materials and payment of fees.** Pre-registration is conducted each quarter to assist currently enrolled students with their academic planning.

## READMISSION

All former students who left Stanly Community College in good standing are encouraged to enroll for additional study. However, readmission after withdrawal is not automatic. Students who have been out one term or longer should contact the Admissions Office so their files can be reactivated. Reentering students who have attended other institutions since withdrawing from Stanly Community College must have an official transcript sent to the Registrar's Office at Stanly Community College from each institution attended.

Students requesting readmission to allied health programs should refer to the PROGRAMS OF STUDY section of this catalog.

Former students desiring to re-enter who were withdrawn for academic or disciplinary reasons must request admission through the Vice President for Student Development.





## ***Expenses, Financial Aid***

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## ***Academic Policies***



# EXPENSES, FINANCIAL AID

## DEFINITIONS OF CONTACT AND CREDIT HOURS

Contact hours: Actual amount of time (clock hours) spent in class, shop, or lab for one course.

Credit hours: Academic credit awarded and used for tuition and graduation purposes.

## TUITION (CURRICULUM STUDENTS)

Tuition and other charges are set by the North Carolina State Board of Community Colleges, and are subject to change. While it is the Board's policy to keep all charges as low as possible, non-resident students are required under North Carolina law to pay a higher tuition rate than residents. The student is responsible for complying with regulations concerning declaration of residency.

For tuition purposes, full time students are those students taking twelve or more credit hours per quarter or semester. There is no additional tuition charge for those hours beyond twelve. Part time students (less than twelve credit hours) are charged by the credit hour. The following tuition and fees are payable each term.

	Community & Vocational (quarter)	General Education College Program (semester)
Tuition — Full time	\$ 90.00	\$ 135.00
Tuition — Full time (non-resident of NC)	840.00	1,260.00
Tuition — Part time	7.50	11.25
	per credit hour	per credit hour
Tuition — Part time (non-resident of NC)	70.00	105.00
	per credit hour	per credit hour

North Carolina residents 65 years of age and older shall be exempt from paying curriculum tuition.

## RESIDENCE CLASSIFICATION FOR TUITION

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. The controlling North Carolina statute (G.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her enrollment in a state maintained institution of higher education." Ownership of property in or payment of taxes to the state of North Carolina does not automatically qualify one for the in-state tuition rate. Failure to provide requested information for residency classification can result in the student being classified as a non-resident for tuition purposes and disciplinary action. A student who believes that he or she has been erroneously classified shall be permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee.



Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." A copy of the manual is available for student inspection in the Student Development Office.

## STUDENT FEE (CURRICULUM STUDENTS)

Students attending on the quarter system will be charged fifty cents (.50) per credit hour up to 12 credit hours for a maximum fee of \$6.00 per quarter. Students attending on the semester system will be charged seventy-five cents (.75) per credit hour up to 12 credit hours for a maximum of \$9.00 per semester.

Example:

Credit Hours	Quarter Charges	Semester Charges
3	1.50	2.25
6	3.00	4.50
9	4.50	6.75
12 or more	6.00	9.00

The student fees are distributed equally between the Student Government Association (SGA) and Student Benefit (SBA) accounts. The Student Government account is disbursed by the Student Government Association for such things as: student activities, socials, conferences, and support of clubs and organizations. The Student Benefit account is administered by the Vice President for Student Development and is used for students' benefit such as: recreational equipment and supplies, student lounge decorations, transportation for student activities, student publications and awards, and back up support for Student Government activities. Both accounts share equally the cost of providing Student Accident Insurance to every activity-fee paying curriculum student.

Student fees are non-refundable except if a course or curriculum fails to materialize; then all the student's fees shall be refunded.

## ADDITIONAL EXPENSES

Book costs vary according to the courses taken and will range from \$100-\$200 per term depending upon the curriculum. Students will often be able to use the same book for more than one term. Some programs require additional materials, uniforms, equipment, insurance and supplies. Information regarding additional expenses for specific curricula is available in the Admissions Office.

## RETURNED CHECKS

A fee of \$10.00 will be charged for each check that is returned. This fee will be applicable to checks returned for "insufficient funds" or for "stop payment."



# **EXPENSES, FINANCIAL AID**

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## **REFUNDS**

Tuition refunds for students shall not be made unless the student is, in the judgment of the college, compelled to withdraw for unavoidable reasons. In such cases two-thirds ( $\frac{2}{3}$ ) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the Academic Calendar. Tuition refunds will not be considered after that time. Students who register but do not attend classes are responsible for tuition and fees and are not eligible for refunds except in cases stated above. Tuition refunds will not be considered for tuition of five dollars (\$5) or less, except if a course or curriculum fails to materialize; then all the student's tuition shall be refunded.

## **INSURANCE**

Student accident insurance is provided to all curriculum students paying the student activity fee. This provides coverage for accidental bodily injuries received while on campus during the hours that classes are in session and while taking part in a school activity, excluding intercollegiate sports, and traveling to or from such activity in school transportation.

Liability insurance is required of all students in allied health programs for protection in the event of a liability claim of a personal or professional nature resulting from the performance of clinical duties. Premiums are payable at the time of registration for the term the student begins clinical practice. Coverage continues for any additional terms requiring the student to be in clinical practice to a maximum of twelve calendar months.

## **FINANCIAL AID**

The tuition and fees at Stanly Community College are low, but other related expenses and living expenses include transportation to and from school, books, uniforms, lunches, personal expenses and normal living expenses. Financial aid services assist students in meeting these expenses. Every student is encouraged to apply for financial aid when making plans to attend Stanly Community College.

There are three basic types of financial aid available at Stanly Community College: Gift Aid (grants and scholarships), loans, and part-time employment (work study). Grants and work study are the most frequent types of aid awarded. Students must submit proper applications for each type of financial aid. Applications may be obtained in the Financial Aid Office. Generally, financial aid recipients must be high school graduates (or have received the GED) and be enrolled in a curriculum program for a minimum of six credit hours.

Most student aid is based on financial need rather than academic record. However, once students are receiving financial aid they will be required to maintain satisfactory academic progress in their course work.

Grants and scholarships available through the Financial Aid Office at Stanly Community College include PELL Grant, Supplemental Educational Opportunity Grants (SEOG), and North Carolina Incentive Grants. Various



EXHIBITS, FINANCIAL AID

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scholarships from the Stanly Community College Foundation, industry, civic, and social clubs are made available through the Financial Aid Office. Loans available include the North Carolina Insured Student Loan Program, Veteran's Educational Loans, and the Stanly Community College Emergency Loan Fund.

The Stanly County Private Industry Council (PIC) sponsors scholarships for eligible Job Training Partnership Act (JTPA) students in certain areas of training. These scholarships will pay for tuition, books and fees. Interested students should contact the Financial Aid Officer or the JTPA representative.

For further information concerning financial assistance and applications to the various programs or for information about financial assistance provided by other agencies such as Social Services, the Social Security Administration, and N.C. Vocational Rehabilitation, contact the Financial Aid Office.





# EXPENSES, FINANCIAL AID

## SATISFACTORY ACADEMIC PROGRESS STANDARDS TO MAINTAIN FINANCIAL AID ELIGIBILITY

Federal and state regulations require that students receiving financial aid must maintain satisfactory academic progress. Stanly Community College makes these standards applicable to all federal, state and institutionally awarded financial aid funds in order to maintain a consistent policy for all students receiving assistance.

For financial aid purposes, satisfactory progress is measured in two ways, quarterly and yearly. The procedures for both measurements are as follows:

**QUARTERLY EVALUATION** All students must meet these minimum standards to be considered progressing satisfactorily toward graduation.

Credit Hours Attempted	GPA Diploma	GPA Degree
1-30	1.60	1.50
31-46	1.75	1.65
47-62	1.90	1.75
63-78	2.00	1.85
79-94		1.95
95 +		2.00

**Credit hours attempted** — Total hours taken, including courses with grades of I and F.

**GPA (Grade Point Average)** — Determined by dividing total quality points earned by total hours attempted. (Quality points are determined as follows: A = 4 quality points per credit hour, B = 3 quality points per credit hour, C = 2 quality points per credit hour, D = 1 quality point per credit hour, and F = 0 quality points per credit hour.)

**GPA Diploma** — Average for curriculums awarding diplomas.

**GPA Degree** — Average for curriculums awarding Associate Degrees.

Any term a student's GPA falls below the recommended standing, the student will be placed on financial aid probation for the next term enrolled. The student then has the next term enrolled to achieve the GPA standing for the credit hours attempted. Failure to meet the minimum GPA during the probation term will result in termination of financial aid until the minimum GPA is achieved.

**YEARLY EVALUATION** Satisfactory progress for students receiving financial aid will be measured once a year in order to determine that a student has completed the required amount of credit hours toward their degree. Below are the progress requirements:

	End of	Minimum Number of Credit Hours Earned
Diploma Programs (1 year)	4 quarters	20
	8 quarters	40
	12 quarters	61-80
Degree Programs (2 years)	4 quarters	15
	8 quarters	36
	12 quarters	60
	16 quarters	84
	20 quarters	100-130



Students who have not satisfactorily completed the required number of credit hours at the end of each year will have their financial assistance terminated. Upon re-establishing the minimum GPA for the credit hours attempted, the student will be removed from probation and eligibility to receive financial aid will be restored to prior status.

A student will be eligible to receive financial aid at Stanly Community College for a maximum of 20 quarters. Any quarter in which a student enrolls will be counted, regardless of the student's academic or financial aid status. At the end of 20 quarters, all financial aid will be discontinued.

## **VETERANS' EDUCATIONAL BENEFITS**

Each incoming veteran should schedule a conference with the Coordinator for Financial Aid and Veterans' Affairs who helps the veteran learn more about the veteran's benefits and the purpose for which the benefits were designed. Upon selection of a program which suits the veteran's educational goals, the Coordinator for Financial Aid and Veterans' Affairs assists the veteran in completing the proper applications and securing the documents necessary for certification. The Coordinator for Financial Aid and Veterans' Affairs also helps veterans with special problems, contacting the Winston-Salem Regional Veterans' Office on a regular basis. The Counselor's Office may be able to help veterans who need an official counseling review before being permitted to change programs or educational goals.

## **REQUIREMENTS FOR GRADUATION**

The following requirements are established as a minimum for the Associate in Applied Science degree, the diploma, and certificate.

1. Complete all course requirements of the curriculum, earning at least a 2.0 grade point average in courses required for graduation.
2. Pay a graduation fee at the time of registration for the last quarter.
3. Earn at least one-fourth of the credits required for a degree or diploma from Stanly Community College.
4. Fulfill all financial obligations to the College.
5. Be present for graduation exercises. Graduation exercises are held at the end of the summer term on the date published in the Academic Calendar. In cases of unavoidable circumstances, exceptions to this requirement may be granted by the Vice President for Student Development. During graduation exercises candidates must be dressed in proper academic attire as determined by the President of the College.

## **GRADUATION IN ABSENTIA**

A written request for permission to graduate in absentia must be filed with the Vice President for Student Development no later than 14 days prior to commencement exercises.

The degree or diploma will be mailed to those students with approved absences unless other arrangements are made with the Registrar's Office.



# ACADEMIC POLICIES

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Students with unapproved absences will be required to pick up their degree or diploma in the Registrar's Office after a written request has been approved by the Vice President for Student Development.

## GRADING SYSTEM

The following alphabetical system is used for reporting and recording all grades:

A	Excellent	4 quality points per credit hour
B	Good	3 quality points per credit hour
C	Average	2 quality points per credit hour
D	Passed	1 quality point per credit hour
F	Failure	0 quality points per credit hour
I	Incomplete	Will carry hours attempted and will be computed in GPA. Must be removed by the end of the next term or the grade will be changed to an "F."
NA	Never Attended	
W	Withdrawal	Hours are not included in determining GPA
WP	Withdrawal Passing	Hours are not included in determining GPA
WF	Withdrawal Failing	Hours are not included in determining GPA
Y	Audited	
S	Satisfactory	Hours are not included in determining GPA
U	Unsatisfactory	
P	Credit received by passing a proficiency exam	
CS	Continuing	Must re-enroll until course objectives are met. Hours are not included in GPA.
TC	Transfer Credit	Hours are not included in GPA

## SCHOLASTIC STANDARDS

The minimum grade point average for graduation is 2.0 or a grade average of C. Quality Point Averages are determined by dividing the total number of quality points by the number of credit hours attempted. If a course is repeated, the last grade will be used in computing the student's hour-quality point ratio. A ratio of 2.0 indicates that the student has an average of C; above 2.0 indicates an average above C; below 2.0 indicates an average below C. Grades of I, P, S, U, Y, NA, W, WP, WF, F and CS yield no quality points.

### HOW TO COMPUTE YOUR GRADE POINT AVERAGE

#### TERMS:

**Q.P.** — Quality Points. Points earned for final class grades. Each letter grade represents so many earned points. A = 4 Q.P.'s, B = 3 Q.P.'s, C = 2 Q.P.'s, D = 1 Q.P. and F = 0 Q.P.'s.

**G.P.A.** — Grade Point Average. Obtained by multiplying the earned Q.P.'s by the number of credit hours attempted and dividing the total earned Q.P.'s by the total number of credit hours attempted.



**Credit Hours** — Hours of credit received for each class taken per quarter.

**Contact Hours** — Actual hours per week spent in class and/or lab.

There are two main steps in computing G.P.A.

1. Multiply the credit hours for each class by the number of Q.P.'s earned. The result is the total Q.P.'s for the quarter.

**Example**

	Credit Hours		Grade	Q.P.'s	
Introduction to Business	3	×	A	4	= 12
Typewriting I	3	×	B	3	= 9
Introduction to					
Data Processing	5	×	C	2	= 10
Grammar	3	×	B	3	= 9
Computer Operations I	3	×	A	4	= 12
	<u>17</u>		total hours	<u>52</u>	Q.P.'s

2. Divide the number of total credit hours into the total number of Q.P.'s for the quarter.

52 total Q.P.'s divided by 17 total credit hours = 3.05 G.P.A.

This gives the Grade Point Average for the quarter.

The cumulative G.P.A. can be computed by totaling all the attempted credit hours and dividing them into the total number of Q.P.'s that have been earned for all quarters of enrollment.

**GRADE REPORTS AND TRANSCRIPTS**

Shortly after the end of each term student grade reports are mailed to students. Transcripts of the student's record will be sent to other schools, prospective employers or to the student if an official written request is made by the student to the Registrar's Office.

**COURSE AUDITING**

Students who wish to audit courses must indicate such at the time of registration for the course and register through normal channels. Auditors receive no credit and are encouraged to attend the class regularly and participate in class discussions. Auditors will be charged the same fees as students taking courses for credit. Students may not change from audit status or to audit status after the registration period.

**INDEPENDENT STUDY CLASSES**

Special classes not offered on the regular schedule but required for graduation can be offered as independent study classes. These classes should only be offered during the student's last term of enrollment.

**PROFICIENCY EXAMINATION**

Applicants who have reason to believe they are proficient in a subject and wish to request credit by examination, must do so during the registration period. The examination may be written, oral, performance, or all of these,



# ACADEMIC POLICIES

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and may be scheduled at any time mutually convenient to the examining instructor and the student. The academic standards for credit by examination will be commensurate with the academic standards for the course; the minimum test to be similar to that which is administered at the conclusion of regularly scheduled courses. Students failing such an examination may not request a second examination. No credit by examination will be allowed if the student has previously taken the course for credit and is now attempting to raise the course grade. Decision of the examining instructor will be final.

Credits earned by examination will be entered on the student's permanent record, but quality points will not be awarded for such credit. Hours earned through proficiency examination may not be considered when calculating hours to determine the student enrollment status (full time/part time). Example 1: Student registers for 12 credit hours (full time) and attempts and passes a 6 credit hour proficiency examination. For tuition purposes the student is charged a full time tuition fee. However, because the student passing a proficiency examination does not maintain attendance, the student may not use the 6 credit hours for calculating hour requirements for aid and benefits. Example 2: Student registers for 18 credit hours and proficiencies out of a 6 credit hour course. The student still remains in attendance for 12 credit hours and is considered full time for both aid and benefits. Example 3: Student registers for a proficiency examination and fails the examination. The student must then be in class attendance for the course.

Procedures for Credit by Examination are as follows:

- A. During the registration period, students are responsible for initiating a request to their instructor to take a proficiency exam in a specified course.
- B. The instructor evaluates the request to determine if:
  - (1) A need for proficiency exam exists;
  - (2) The student has demonstrated, or there is evidence, that the student possesses skill commensurate with the request.
- C. Instructor initiates a request to the Vice President for Instruction for approval or disapproval of proficiency exam.
- D. Student is notified as to approval or disapproval.
- E. Approved proficiency exams are processed as follows:
  - (1) Students must pay for Proficiency Exams at the normal registration date. The Registrar will initiate an appropriate registration bill and forward to the Business Office in cases where students are not enrolled in the courses for which the exam is requested.
  - (2) The instructor, after verifying enrollment or payment, administers the exam and returns the completed request to the Vice President for Instruction to indicate pass or failure of the exam.

## DROP/WITHDRAWAL PROCEDURE

### Drop/Add

A student may drop or add a course during the drop/add period published



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in the Academic Calendar. Forms are available in the Registrar's Office located in Student Development. Courses dropped during the drop/add period will not be recorded on the student's transcript.

### **Withdrawal Procedure**

A student withdrawing from a course(s) is responsible for initiating a course withdrawal through the Registrar's Office. The instructor must initiate a withdrawal if a student does not attend a course(s) or has two consecutive weeks of absences without permission of the instructor. By the conclusion of the second week of the term any students who have not attended classes shall be dropped by the instructor.

After the drop/add period (the first five days of classes) students may be withdrawn without penalty through the fourth week of the term as published in the Academic Calendar. The grade of NA or W will be assigned by the Registrar during this period and will not be computed in the student's grade point average.

After the end of the fourth week of the term students may be withdrawn from a course(s) through the ninth week of the term (eighth week during the summer term). The grade of WP (Withdrawn Passing) or WF (Withdrawn Failing) will be assigned by the instructor at the time of withdrawal. The grades of WP and WF will not be computed in the student's grade point average.

**Students will not be allowed to withdraw from a course(s) during the last two weeks of the term. Instructors who initiate drops during the last two weeks of the term must assign a grade to the student from the Grading System as published in this catalog.**

### **COURSE SUBSTITUTION**

Students may request to substitute a course required in their program of study based on particular occupational goals. Action upon such substitutions must be initiated by the student's advisor/program head who in turn forwards the Request for Course Substitution form to the Departmental Chairperson and to the Vice President for Instruction. Consensus of the College officials must be reached to finalize a course substitution. A maximum of five (5) courses may be credited for any student through the course substitution method. Notification of approval of course substitutions must be submitted to the Registrar's Office.

### **REPEATING A COURSE**

Students will be permitted to substitute the second grade made on any course in which they have previously made a grade below C. In computing the cumulative GPA for a student who has repeated a course, the hours and quality points earned the first time will be omitted from the computation and only the second earned grade, whether F or higher, will count. The first grade, F or higher, will still be recorded on the student's transcript.

Students will not be allowed to repeat for credit a course in which they have made a grade of C or above. Students repeating a course in which a grade of C or above has been earned will be classified as audit.



# ACADEMIC POLICIES

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Students repeating courses in the Associate Degree Nursing program should refer to the “Readmission to the Nursing Program” policy under Associate Degree Nursing in the PROGRAMS OF STUDY section of this catalog.

## HONORS AND AWARDS

### Academic Honors

President’s List — students who complete a minimum of 12 credit hours and earn a 4.0 grade point average.

Honors List — students who complete a minimum of 12 credit hours and earn at least a 3.50 grade point average with no grade lower than C nor an incomplete.

### Annual Awards

Annual awards are made at graduation to outstanding students in each of the four academic departments. These awards are made on the basis of a grade point average of 3.5 or higher, a positive attitude beyond that expected of the average student, demonstrated initiative beyond that expected of the average student, demonstrated initiative in his/her learning experience, evidence of good citizenship, and contributions to the program or department above that of the average student.

Graduating students having a cumulative GPA of 3.5 or higher are denoted so at graduation and recognized through the wearing of gold cords.

The President’s Leadership Award was established by the Student Government Association in 1980. This award is presented to the graduating student who has excelled in providing leadership to fellow students, to the college and to the community.

## SATISFACTORY ACADEMIC PROGRESS

All curriculum students must meet these minimum standards to be considered progressing satisfactorily toward graduation.

### Credit Hours

Attempted	GPA Diploma	GPA Degree	General Education
1-30	1.60	1.50	2.00
31-46	1.75	1.65	
47-62	1.90	1.75	
63-78	2.00	1.85	
79-94		1.95	
95 +		2.00	

### Definitions:

Credit Hours Attempted — Total hours taken including courses with grades I and F.

GPA — Grade Point Average — Determined by dividing total quality points earned by total hours attempted.

GPA Diploma — Average for curriculums awarding diplomas.

GPA Degree — Average for curriculums awarding Associate Degrees.



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Any term the student's GPA falls below the recommended standing, the student will be placed on academic probation for the next term enrolled. The student is notified of academic probation by letter from the Registrar. The student then has the next term enrolled to achieve the GPA standing for credit hours attempted.

Failure to meet the minimum GPA during the probation term will result in the student being terminated for veteran's benefits and other areas requiring evidence of satisfactory progress. A veteran student who is dropped or withdraws from all courses when taking two or more courses will be placed on academic probation the next term enrolled.

Upon referral to Student Development for counseling, students making unsatisfactory progress may be provided other learning options or continue in a limited number of classes.

## **ACADEMIC PROBATION PROCEDURES**

The first term the student is on academic probation, the student must earn the Grade Point Average (GPA) standard for total credit hours attempted. Failure to do so will result in the student being limited to no more than two courses or a maximum of eight credit hours during the next period of enrollment. Each term the student remains on academic probation, the student must earn better than a "C" average until the GPA standard is met. Failure to earn this average will result in academic suspension for a period of at least one term. Upon re-establishing the GPA standing for credit hours attempted, the student will be removed from academic probation. The Grade Point Average will be recomputed each term and the student will be notified of the exact grade points needed. If a student is on academic probation and withdraws after payment of fees for the term, that term will be counted as one of academic probation.

Example: At the end of the spring quarter, a student is placed on academic probation because the student has not earned the necessary Grade Point Average. Summer quarter, the student enrolls and withdraws after payment of fees, fall quarter this student is limited to no more than two courses or a maximum of eight hours since this is considered as the second term of academic probation.

## **REINSTATEMENT FROM ACADEMIC SUSPENSION**

The student must request in writing to the Vice President for Student Development consideration for reinstatement after having been on suspension for a minimum of one term. The term of reinstatement, the student must earn better than a 2.00 grade point average on that term's work. Failure to do this will result in suspension for a period of one year.

If after reinstatement to a program a determination is made through counseling with the student that a change of program would be to the best interest of the student, a recommendation will be made to the Vice President for Student Development that the student be permitted to complete a Request for a Change of Program.



# **ACADEMIC POLICIES**

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## **PROGRAM CHANGES**

Students wishing to enroll in a curriculum program other than the one in which they are currently enrolled are encouraged to discuss their objectives with a counselor in Student Development. A Request for Change In Curriculum Program form, available in the Registrar's Office, must be completed by each student and returned to Student Development. Students changing curriculum programs must meet all admissions requirements for the program they are requesting to enter.

Credits and grades in the previous program(s) which are applied to the new program will be carried forward including the quality points earned on the courses. Courses applied to the new program in which no quality points were earned will be carried forward as hours attempted.

## **CATALOG OF RECORD**

The catalog that is current when the student enrolls in the college is the catalog of record. A student who is in continuous attendance (except summer quarter) may graduate under the provisions of his/her catalog of record, or a subsequent issue upon written request to the Registrar. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his/her last re-entry date or a subsequent issue.

A student who changes his/her program of study will come under the provisions of the catalog in effect at the time of the change, or a subsequent issue.

## **CLASS ATTENDANCE**

Each student is expected to attend all classes for which registered. Absences do not relieve the student's responsibility of meeting the requirements of the class. Any student missing two consecutive weeks after the first day of classes without permission of the instructor will be withdrawn. Immediately following the first week of loss of contact with a student, the instructor will determine the student's intent to continue or refer the student's name to Student Development for assistance in making this determination. After loss of contact with the student, the instructor will withdraw the student from the class.

## **BOOKS AND SUPPLIES**

It is the student's responsibility to obtain the required textbooks and supplies prior to the first meeting of class. The college maintains a bookstore from which the student may purchase the necessary books and supplies. Operating hours are as follows: Monday-Thursday 8:30 a.m.-3:00 p.m. and 6:00-7:30 p.m. (the first 2 weeks of each quarter, otherwise closing hour is 3:00 p.m.) and Friday 8:30 a.m.-3:00 p.m.

## **ADVISORS**

Students are assigned advisors upon application for admission to Stanly Community College. Usually the advisor will be the head of each student's



ACADEMIC POLICIES

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respective program. Advisors will keep a record of their advisee's progress and will be the person a student will seek when questions arise regarding their program or requirements for program completion. Faculty members schedule office hours each term, and students are encouraged to make appointments with advisors.

It is the student's responsibility to get to know their advisor, ask questions about classes, parking, tutoring, grades, job market, etc., and work with their advisor in setting educational and career goals and planning schedules.

## **INCLEMENT WEATHER**

During periods of inclement weather, Stanly Community College will close school when conditions are hazardous. The Vice President for Student Development will determine when classes will be canceled due to inclement weather, and contact the news media and have them announce the plan. NOTE: THE CLOSING OF DAY CLASSES DOES NOT MEAN THAT EVENING CLASSES WILL NOT BE HELD. SEPARATE ANNOUNCEMENTS WILL BE MADE FOR DAY AND EVENING CLASSES. Students are urged not to call the news media or members of the school staff. Instructional days missed for inclement weather will be made up on the days indicated in the Academic Calendar.

## **STUDENT RECORDS**

All currently enrolled students have the right to examine their official records. The student's official records consist of school application, transcripts of previous educational training, test scores if applicable, grades and correspondence.

Stanly Community College will release the following directory information: the student's name, enrollment status, program of study, dates of attendance, degrees awarded, awards given, and participation in official activities. Any student objecting to the release of any or all of above directory information without appropriate consent must notify the Registrar in writing within ten days after the initial registration. The objection must state what information the student does not want to be classified as directory information.

Other than directory information, student records may not be released without written consent of the student except in the following situations: (a) a request from a staff or faculty member of the College who has a legitimate educational interest in the information or administrative duties required in maintaining the records; (b) in compliance with a court order or subpoena, provided the student is notified in advance of the compliance; (c) requests from other departments, educational agencies, or accrediting agencies, which have a legitimate educational interest in the information; (d) requests from officials of other schools to which the student intends to transfer or enroll provided the student is furnished with a copy, if so desired; (e) requests from authorized representatives of the Comptroller General of the United States, the administrative head of a federal agency in connection with an order or evaluation of federally supported education programs; (f) requests in connection with a student's application for financial aid; (g) requests from appropriate



# ACADEMIC POLICIES

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persons in connection with an emergency if the knowledge of such information is necessary to protect the health and safety of the student or other persons.

Official records are those records maintained by any unit of the College except those created by an individual staff or faculty member for that member's use and are not accessible to the student.

Procedures for student inspection of records:

1. Students who wish to inspect and review their records shall submit a request in writing to the Registrar.
2. Access shall be provided as soon as possible but must be within 45 days of the request.
3. The Registrar must note in the permanent folder the following information:
  - a. Name and date the access occurred.
  - b. Copies made of materials.





## ***Student Development, Student Life***

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## ***Programs of Study***



# **STUDENT DEVELOPMENT, STUDENT LIFE**

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The Student Development Office encourages each student to become fully aware of every opportunity available through Stanly Community College. Student Development includes admissions, records, guidance and counseling, testing, financial aid, student activities, placement, and follow-up.

The objectives of Student Development are to aid in selecting, entering, progressing through, and completing a course of study as students' goals indicate.

## **COUNSELING**

A major role of Stanly Community College is to assist students in making the transition from high school and/or the world of work to the post high school institution. Individualized counseling sessions may be arranged to discuss a student's interests, aptitudes, vocational goals, or academic and personal problems. Such conferences are confidential.

Students are encouraged to come to the Counselor's office any time a problem arises which could affect their progress in their studies. Counseling services are provided in both day and evening hours.

Also, upon acceptance at the College, each student is assigned a faculty advisor who is available to help with situations related to the student's academic work. The advisor serves as a direct link between the student and the successful completion of the student's program of study.

## **TUTORIAL SERVICES**

Free tutorial service is available to supplement classroom instruction to those students needing assistance. Tutoring is provided by Stanly Community College students, on an arranged basis, through the Counselor's office. Any student may request tutoring.

## **HANDICAPPED SERVICES**

Stanly Community College is readily accessible to the handicapped. The campus is virtually barrier-free providing handicapped parking areas, sidewalks and ramps to classrooms and restroom facilities. One classroom building has an elevator.

Supplemental services are provided to handicapped individuals from the time of application through enrollment to enhance the student's opportunity to succeed. Developmental courses in reading, grammar and math are available, and peer tutoring is provided on campus without cost to the student.

Counseling services and individual guidance are provided for these special students in personal and social adjustment to the College, study skills, academic goal setting, problem solving, decision making, retention counseling, and referral services to community agencies. As necessary, counseling services are offered to handicapped individuals beyond those provided other students.

## **HEALTH SERVICES/FIRST AID**

Each student is required to submit a health statement (on application for admission) which becomes part of his/her permanent record.



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Limited first aid services are provided through the Office of Student Development. First aid kits are maintained in the Student Development Office as well as each of the shop areas. Injuries requiring more than minor first aid will be referred to local physicians. In case of emergency, physicians and/or ambulance service may be called at student expense to provide necessary medical services.

## **HOUSING**

Students in need of temporary living quarters during their studies at Stanly Community College may take advantage of the housing location assistance offered by the College. The Admissions Office of SCC maintains and periodically updates a list of available rental properties in Albemarle and neighboring towns. This list includes rental apartments, homes, mobile homes, and single rooms. Prospective students are advised to indicate on their Application for Admission Form that they would like information concerning housing. These prospective students will be contacted by the Admissions Office and a date and time will be arranged for the student to visit several rental units. The student will make the final selection as to where he or she chooses to live. Rental contracts or leases are the sole responsibility of the student. While SCC makes every effort to assist the prospective student in locating suitable housing, the College assumes no responsibility in rental agreements entered into by the student and the landlord.

## **JOB PLACEMENT**

The Job Placement Office of Stanly Community College exists to serve the employment needs of both current and former students of the College. As they approach graduation, students of SCC are encouraged to contact their Job Placement Office for any assistance they may need in locating suitable employment. Placement services available include job referrals, resume preparation, mock or practice interviews, and printed material covering the job seeking campaign. Currently enrolled students in search of part-time employment may find local job opportunities with flexible hours.

While the College can make no guarantee that each graduate will immediately be placed in a job of his or her choosing, the Job Placement Office can be an excellent source of job leads and tips which will prove to be helpful in the job search. The Job Placement Service is located in the Student Development Office.

## **EXTRA-CURRICULAR ACTIVITIES**

The administration, faculty and staff, in concert with the Trustees of the College, support the position that extra-curricular activities are important to the total development of the student. In this regard, students are encouraged to pursue their interests through participation in the clubs, organizations, and activities which promote social development and supplement the educational process.



# STUDENT DEVELOPMENT, STUDENT LIFE

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## STUDENT GOVERNMENT

The Student Government Association is composed of all curriculum students who are enrolled at Stanly Community College. Members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their representatives.

All extra-curricular activities are coordinated through the Student Government Association and the Office of Student Development. During the spring term the president is elected. Then in the fall term the student body selects all other Student Government Association executive officers and technical and vocational senators in a campus-wide election. One representative is also elected from each campus club. An administrative advisor and faculty advisors serve to assist the Student Government Association with their activities.

The Student Government Association sponsors activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and standing committees.

The President of the Student Government Association serves as a member of the Administrative Council of Stanly Community College and as an ex-officio member of the Board of Trustees. The Stanly Community College Student Government Association actively participates in the State Student Government Association.



*"Stanly Stars" Phi Beta Lambda*



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## **CLUBS AND ORGANIZATIONS**

Student clubs and organizations are chartered under the umbrella of the Student Government Association and represent a large number of students with diverse interests who are active on campus. These include Phi Beta Lambda, Fashion Merchandising Association, Respiratory Care Club, Nursing Club, BMET Club, EET Club, Data Processing Club, Occupational Therapy Club and the Physical Therapist Club.

With the Student Government Association open to all students, and other clubs and organizations geared more to specific interest groups, extra classroom interests are available for the majority of Stanly Community College students.

## **ALUMNI ASSOCIATION**

Each Stanly Community College student completing a course or graduating is invited to join the Alumni Association. The aim of the Alumni Association is to keep former students involved in Stanly Community College's future activities and growth. Alumni may take advantage of placement services and other post-graduate benefits that are offered.

Alumni Association membership forms are available in the Student Development Office.

## **RECREATION**

Stanly Community College has recreational equipment and facilities available on campus whereby students may participate in their leisure time in basketball, volleyball, and horseshoes. The equipment may be checked out from the Counselor's office. Billiards, pingpong, and television are available in the Student Lounge.

Socials, dances, cookouts and activity days are planned for both day and evening students by the Student Government Association under the supervision of the Vice President for Student Development.

## **STUDENT LOUNGE**

Students are encouraged to use the student lounge as a place to meet, talk, eat, and relax. The lounge provides an opportunity for students, faculty, and staff to socialize in an informal atmosphere. In order to assist the maintenance staff in cleaning the lounge, the lounge is closed at 1:00 p.m. on Friday.

Hot and cold foods and beverages are available in the Student Lounge, and a public telephone is located there.

## **CLASS RINGS**

Stanly Community College class rings are available to all students. Students wishing to order rings should check with the Student Development Office to find out when orders will be taken. A ring sales representative will be available each quarter and times will be announced in advance. A deposit is required when the order is placed, and rings are mailed C.O.D. to the students' homes approximately 10 weeks from the date of order.



# **STUDENT DEVELOPMENT, STUDENT LIFE**

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## **SMOKING**

Smoking is allowed on the campus but is prohibited in all instructional areas. Ash trays and smoking stands are provided in those areas where smoking is allowed. Smoking is permitted in faculty, staff, and administrative offices if there is no objection by the office occupant.

## **PARKING**

Students may use any of the paved parking areas. Parking stickers are available through the Student Development Office and must be displayed on the left side of the rear bumper.

A special area is designated for handicapped students and should not be used unless the vehicle has the proper identification. Permits for parking in the handicapped areas can be obtained from the Student Development Office.

Students should not park in the visitor parking in front of the Patterson Building. Tickets for parking violations are issued by the Business Office with a fine payable in the Business Office.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students at Stanly Community College are considered to be mature adults who enter classes voluntarily. By entering classes, students take upon themselves certain responsibilities and obligations which include an honest attempt at academic performance, and social behavior consistent with the lawful purpose of the College. Students maintain all legal rights of citizenship while enrolled and are expected to remember that they are living in a democratic situation. The reputation of the College rests upon the shoulders of students as well as on the administration, staff and faculty, and it is hoped that each student will maintain high standards of citizenship. The campus and College will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students, as all citizens, are subject to civil authority on and off the campus. Common courtesy and cooperation make the above suffice for a long list of rules and regulations.

## **STUDENT DISCIPLINE**

Students causing minor infractions of rules and regulations in the classroom will be disciplined by the instructor in charge since the instructor has authority in defining proper classroom decorum.

Other violations of conduct or regulations will be referred to the Vice President for Student Development. Some types of misconduct which are subject to disciplinary action are cheating, plagiarism, theft, damage to College property, or disruption of the educational process.

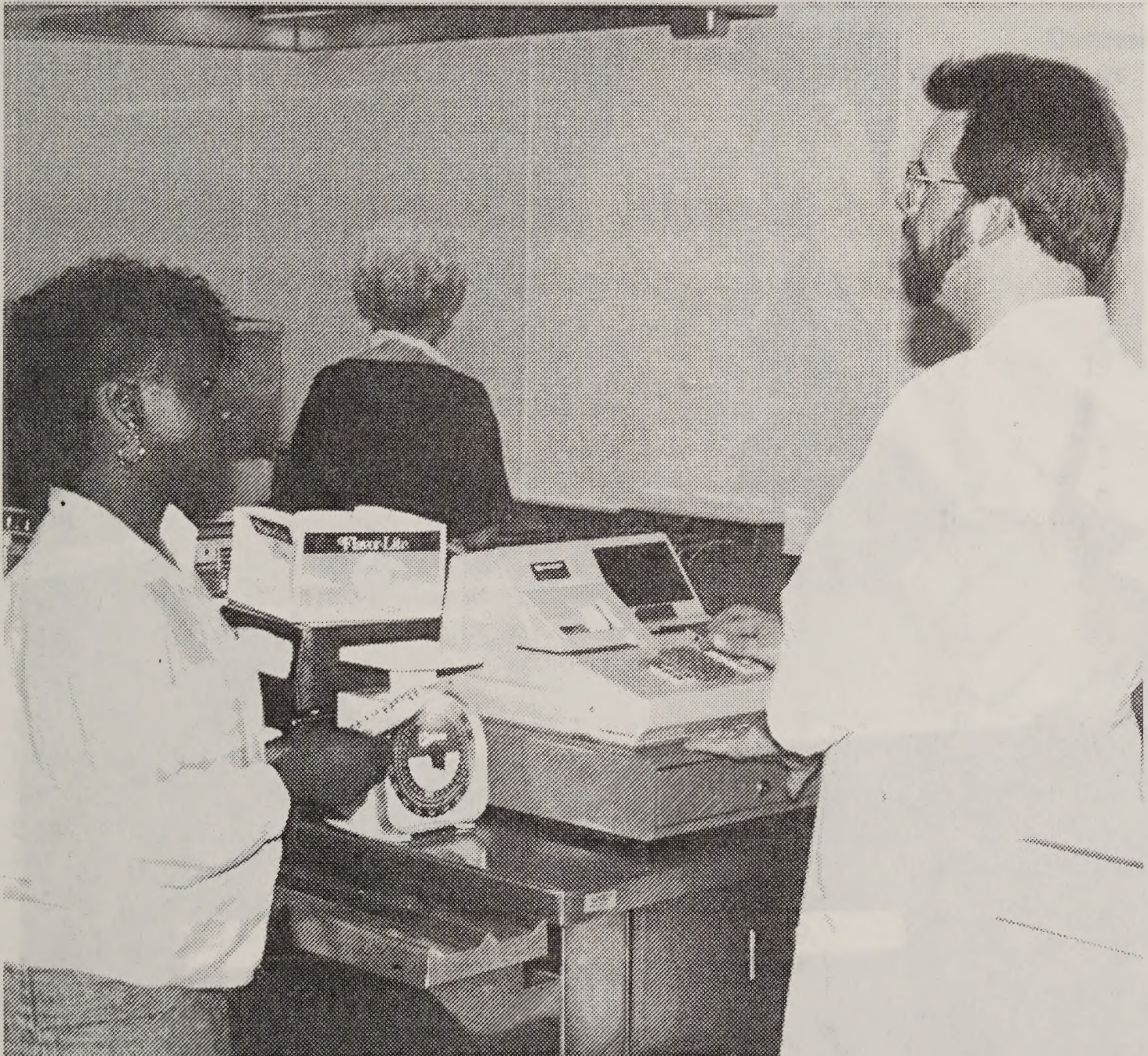
Intoxicants, including alcoholic beverages and hallucinatory drugs, are not allowed on the campus of Stanly Community College under any circumstances.

The President and Vice President for Student Development are authorized to suspend immediately any student who impairs, impedes, or disrupts



the legal mission, processes, or functions of the college. Students counseling, encouraging, instigating, or inciting others to impair, impede, or disrupt the educational and other lawful operations of the College shall also be subject to immediate suspension.

A student who has been suspended will receive a hearing with the Vice President for Student Development within five days of suspension. The hearing shall provide the student the opportunity for due process. The student may be represented by legal counsel at this hearing.

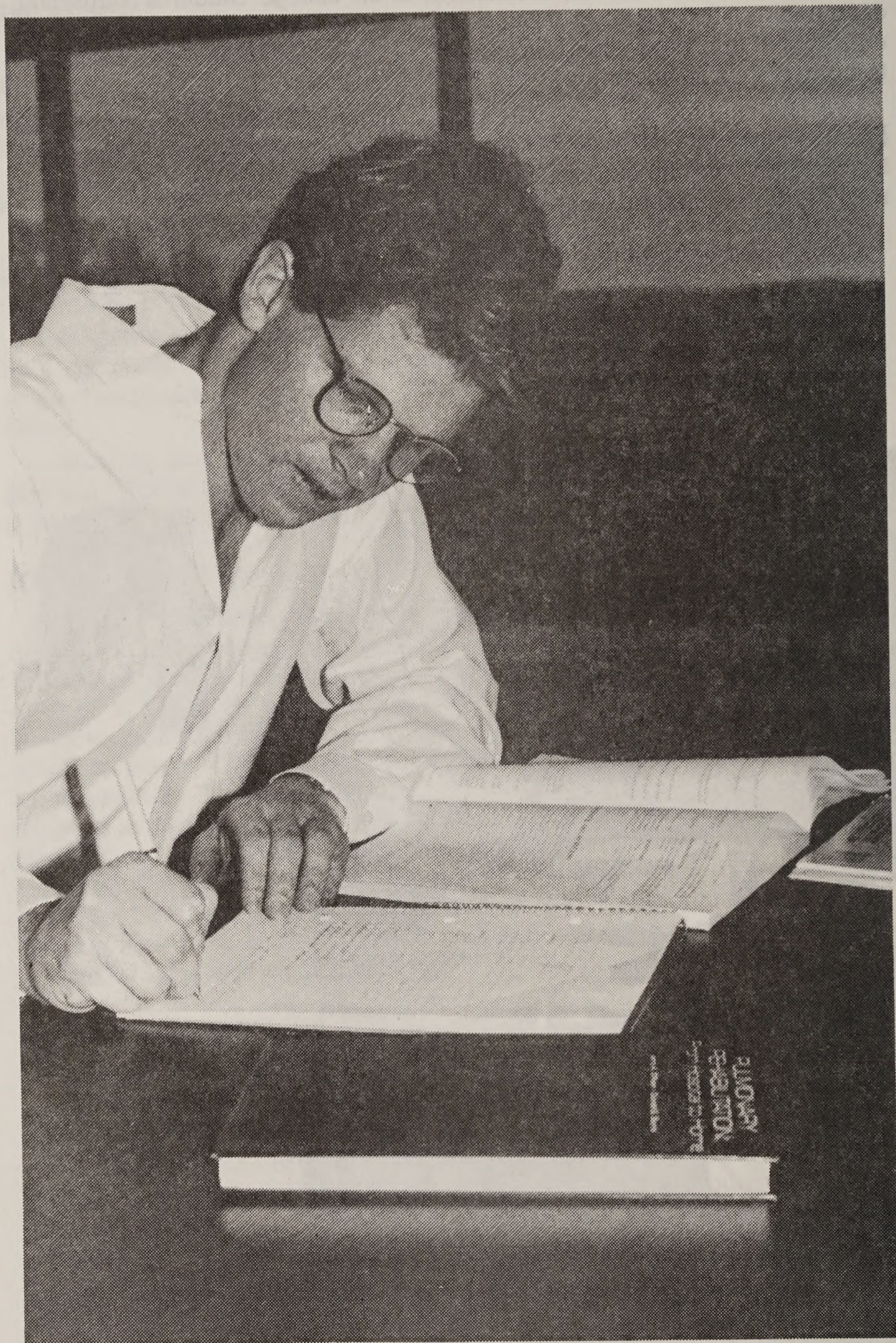


*"Lenny's Cafeteria" provides food service for SCC's students, faculty and staff.*



# Programs of Study

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# Accounting

## T 016 Associate in Applied Science Degree

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
First Quarter					
ENG	0101	✓ Grammar	3	0	3
OFT	0102	✓ Typewriting I (Keyboarding)	3	2	4
MAT	0110	✓ Business Mathematics	6	0	6
BUS	0101	✓ Introduction to Business	3	0	3
ECO	0102	Economics I	3	0	3
			18	2	19
Second Quarter					
ENG	0102	✓ Composition	3	0	3
BUS	0120	✓ Accounting I	6	0	6
ECO	0104	✓ Economics II	3	0	3
BUS	0115	✓ Business Law I	3	0	3
BUS	0125	✓ Principles of Financial Management I	3	0	3
			18	0	18
Third Quarter					
ENG	0103	✓ Report Writing	3	0	3
BUS	0126	✓ Principles of Financial Management II	3	0	3
EDP	0224	✓ Beginning Lotus 1, 2, 3	1	2	2
BUS	0121	✓ Accounting II	6	0	6
BUS	0116	✓ Business Law II	3	0	3
General Education Elective			3	0	3
			19	2	20
Fourth Quarter					
ENG	0204	Oral Communications	3	0	3
BUS	0122	✓ Accounting III	6	0	6
BUS	0225	Cost Accounting I	5	0	5
EDP	0104	Introduction to Data Processing	5	0	5
Cooperative Work Experience				20	2
General Education Elective			3	0	3
			22	20	24



# PROGRAMS OF STUDY

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## Accounting

### T 016 Associate in Applied Science Degree

<b>Fifth Quarter</b>					
ENG	0206	Business Communication	3	0	3
BUS	0222	Intermediate Accounting I	4	2	5
BUS	0250	Payroll Accounting	3	0	3
BUS	0269	Auditing	5	0	5
		Cooperative Work Experience		<u>20</u>	<u>2</u>
			<u>15</u>	<u>22</u>	<u>18</u>
<b>Sixth Quarter</b>					
BUS	0223	Intermediate Accounting II	4	2	5
BUS	0229	Income Taxes	6	0	6
BUS	0272	Principles of Supervision	3	0	3
BUS	0130	Microcomputer Accounting	2	2	3
		Cooperative Work Experience		<u>20</u>	<u>2</u>
			<u>15</u>	<u>24</u>	<u>19</u>
TOTAL HOURS REQUIRED FOR GRADUATION .....					118

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## Administrative Office Technology

### T 030 Associate in Applied Science Degree

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
OFT	0102	Typewriting I (Keyboarding)	3	2	4
ENG	0101	Grammar	3	0	3
OFT	0110	Business Math With Elec. Calc. App.	6	0	6
OFT	0112	Records Management	3	0	3
PSY	0110	Interpersonal Skills	<u>3</u>	<u>0</u>	<u>3</u>
			<u>18</u>	<u>2</u>	<u>19</u>



# Administrative Office Technology

## T 030 Associate in Applied Science Degree

### Second Quarter

OFT	0103	Typewriting II (Document Formatting)	3	2	4
ENG	0102	Composition	3	0	3
BUS	0115	Business Law I	3	0	3
OFT	0122	Applied Secretarial Communications	3	0	3
OFT	0120	Professional Development	3	0	3
OFT	0173	Information Processing Concepts and Applications	<u>3</u>	<u>2</u>	<u>4</u>
			18	4	20

### Third Quarter

OFT	0104	Typewriting III (Document Production)	3	2	4
OFT	0174	Advanced Word Processing Application	3	2	4
OFT	0106	Machine Transcription	3	2	4
SOC	0102	Principles of Sociology	3	0	3
OFT	0114	Administrative Office Procedures	<u>3</u>	<u>2</u>	<u>4</u>
			15	8	19

### Fourth Quarter

OFT	0276	Advanced Information Processing I	3	2	4
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(Completion of the above courses will earn a diploma in Administrative Office Technology)

OFT	0201	Beginning Shorthand or Elective	3	2	4
BUS	0271	Office Management	3	0	3
ECO	0102	Economics I	3	0	3
ENG	0204	Oral Communications	3	0	3
		Cooperative Work Experience	<u>0</u>	<u>20</u>	<u>2</u>
			15	24	19

### Fifth Quarter

OFT	0277	Advanced Information Processing II	3	2	4
OFT	0202	Shorthand II or OFT 0207 Machine Transcription II	3	2	4
BUS	0272	Principles of Supervision	3	0	3
BUS	0120	Accounting I	6	0	6
		Cooperative Work Experience	<u>0</u>	<u>20</u>	<u>2</u>
			15	24	19

### Sixth Quarter

BUS	0121	Accounting II	6	0	6
OFT	0278	Office Systems	5	0	5
OFT	0203	Shorthand III or OFT 0208 Machine Transcription III	3	2	4
		Cooperative Work Experience	0	20	2
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			17	22	20

TOTAL HOURS REQUIRED FOR GRADUATION ..... 116



# PROGRAMS OF STUDY

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## ***Associate Degree Nursing (Registered Nursing)***

### **T 059     *Associate in Applied Science Degree***

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; recording and reporting the results of the nursing assessment; planning, initiating, delivering, and evaluating appropriate nursing acts; teaching, delegating to or supervising other personnel in implementing the treatment regimen; collaborating with other health care providers in determining the appropriate health care for a patient; implementing the treatment and pharmaceutical regimen prescribed by any person authorized by state law to prescribe such a regimen; providing teaching and counseling about the patient's health care; reporting and recording the plan for care, nursing care given, and the patient's response to that care; and supervising, teaching, and evaluating those who perform or are preparing to perform nursing functions.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

### **ADMISSIONS REQUIREMENTS**

1. Submit properly completed application for admission.
2. Submit official copies of high school and college transcripts. (Submit official copies of GED scores if applicable.)

High school or college transcripts should indicate completion of algebra, biology and chemistry with final grades of "C" or higher in each course. Applicants not having satisfied these pre-requisite courses prior to application may complete them at Stanly Community College before entering the Associate Degree Nursing program. Applicants wishing to complete these courses at other institutions should receive prior approval from the Director of Admissions at Stanly Community College.

3. Arrange through the Admissions Office of Stanly Community College to take the College's placement evaluation. Applicants must score 12th grade level performance on the placement evaluation in order to be considered for acceptance to the Associate Degree Nursing program.
4. Submit names and complete mailing addresses of three references. High school students or recent high school graduates should include a teacher or guidance counselor as a reference. Relatives may not be used as references.

Upon completion of the above admission requirements, the applicant



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# Associate Degree Nursing (Registered Nursing)

## T 059 Associate in Applied Science Degree

will be scheduled for an interview with the Admissions Committee. This committee is composed of members of the nursing instructional staff and the Student Development staff. Those applicants selected for admission to the Associate Degree Nursing program will be given a medical form to be completed by a physician. Immunizations must be current for rubella, tetanus, diphtheria, and rubeola. Evidence of recent serology, CBC, urinalysis, and TB must also be present. The medical form must be completed in its entirety and received in the Admissions Office of Stanly Community College before the student may enroll in the Associate Degree Nursing program.

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Lec	Lab	Clin	Credit
<b>First Quarter</b>						
BIO	0101	Anatomy and Physiology I	4	2	0	5
PSY	0151	Principles of Psychology	3	0	0	3
NUT	0101	Nutrition and Diet Therapy	3	0	0	3
NUR	0101	Nursing Fundamentals	<u>6</u>	<u>4</u>	<u>3</u>	<u>9</u>
			16	6	3	20
<b>Second Quarter</b>						
BIO	0102	Human Anatomy and Physiology II	4	2	0	5
PSY	0107	Growth and Development — Life Span	3	0	0	3
MAT	0111	Drug Doses and Measurements	2	0	0	2
NUR	0102	Nursing Adults and Children I	<u>6</u>	<u>0</u>	<u>12</u>	<u>10</u>
			15	2	12	20
<b>Third Quarter</b>						
BIO	0203	Advanced Physiology	3	0	0	3
ENG	0101	Grammar	3	0	0	3
NUR	0103	Nursing Adults and Children II	6	0	12	10
NUR	0105	Pharmacology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	12	19
<b>Fourth Quarter</b>						
BIO	0204	Microbiology	3	2	0	4
NUR	0202	Maternal and Newborn Nursing	6	0	15	11
SOC	0102	Principles of Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	2	15	18
<b>Fifth Quarter</b>						
NUR	0203	Mental Health Nursing	8	0	15	13
ENG	0102	Composition	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	0	15	16
<b>Sixth Quarter</b>						
NUR	0204	Nursing Adults and Children III	6	0	15	11
ENG	0204	Oral Communications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	0	15	14



# PROGRAMS OF STUDY

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## ***Associate Degree Nursing (Registered Nursing)***

### ***T 059 Associate in Applied Science Degree***

#### **Seventh Quarter**

NUR	0205	Nursing of Adults and Children IV	6	0	15	11
NUR	0206	Nursing Seminar	2	0	0	2
		Nursing Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	0	15	16

TOTAL HOURS REQUIRED FOR GRADUATION ..... 123

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## ***Associate Degree Nursing (Registered Nursing)***

### ***T 059 Associate in Applied Science Degree***

#### ***(For Returning Licensed Practical Nurses)***

A Licensed Practical Nurse may receive advanced placement in the Associate Degree Nursing program. Full-time studies for a returning Licensed Practical Nurse will commence with summer quarter registration and will continue four consecutive quarters.

#### **REQUIREMENTS FOR THE RETURNING LICENSED PRACTICAL NURSE SEEKING ADMISSION TO THE ASSOCIATE IN APPLIED SCIENCE DEGREE NURSING PROGRAM:**

1. Submit properly completed application for admission.
2. Submit official copies of high school and college transcripts. (submit official copies of GED scores if applicable)

High school or college transcripts should indicate completion of algebra, biology and chemistry with final grades of "C" or higher in each course. Applicants not having satisfied these prerequisite courses prior to application may complete them at Stanly Community College before entering the Associate Degree Nursing program. Applicants wishing to complete these courses at other institutions should receive prior approval from the Director of Admissions at Stanly Community College.

College transcripts must include evidence of satisfactory completion of a practical nursing education curriculum. Credits earned in this curriculum will be evaluated and if acceptable may qualify the applicant for advance standing in the Associate Degree Nursing program. Stanly Community College reserves the right to test an applicant on any practical nursing education course(s) involving theory or clinical.

3. Arrange through the Admissions Office of Stanly Community College to take the College's placement evaluation. Applicants must score 12th grade level performance on the placement evaluation in order to be considered for acceptance to the Associate Degree Nursing program.
4. Submit names and complete mailing addresses of three references.



# Associate Degree Nursing (Registered Nursing)

## T 059 Associate in Applied Science Degree (For Returning Licensed Practical Nurses)

One reference must be that of an immediate or past nursing supervisor. Relatives may not be used as references.

5. Submit evidence of current licensure as a practical nurse.

Upon completion of the above admission requirements, the applicant will be scheduled for an appointment with the Admissions Committee. This committee is composed of members of the nursing instructional staff and the Student Development staff. Those applicants selected for admission to the Associate Degree Nursing program will be given a medical form to be completed by a physician. The medical form must be completed in its entirety and received in the Admissions Office of Stanly Community College before the student may enroll in the Associate Degree Nursing program.

6. Complete NUR 201, Nursing Processes and Client Assessment, with a grade of "C" or higher (normally taught during spring quarter each year).

## Returning Practical Nursing Education Curriculum Alternative

### T 059 Associate in Applied Science Degree

#### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Lec	Lab	Clin	Credit
Third Quarter						
NUR	0201	Nursing Process & Client Assessment	2	2	0	3
Fourth Quarter						
BIO	0204	Microbiology	3	2	0	4
NUR	0202	Maternal and Newborn Nursing	6	0	15	11
SOC	0102	Principles of Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	2	15	18
Fifth Quarter						
NUR	0203	Mental Health Nursing	8	0	15	13
ENG	0102	Composition	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	0	15	16
Sixth Quarter						
NUR	0204	Nursing Adults & Children III	6	0	15	11
ENG	0204	Oral Communications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	0	15	14
Seventh Quarter						
NUR	0206	Nursing Seminar	2	0	0	2
NUR	0205	Nursing Adults & Children IV	6	0	15	11
		*General Education Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	0	15	16



# PROGRAMS OF STUDY

## Practical Nursing Education

### V 038 Diploma

Available only for those students enrolled in the first year of the Associate Degree Nursing program. Students exercising this option must make their intent known by notifying the Chairperson of the Allied Health Department prior to the beginning of the third quarter of their studies.

#### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Lec	Lab	Clin	Credit
<b>First Quarter</b>						
BIO	0101	Anatomy & Physiology I	4	2	0	5
PSY	0151	Principles of Psychology	3	0	0	3
NUT	0101	Nutrition and Diet Therapy	3	0	0	3
NUR	0101	Nursing Fundamentals	6	4	3	9
			16	6	3	20
<b>Second Quarter</b>						
BIO	0102	Anatomy & Physiology II	4	2	0	5
PSY	0107	Growth and Development — Life Span	3	0	0	3
MAT	0111	Drug Doses and Measurements	2	0	0	2
NUR	0102	Nursing Adults & Children I	6	0	12	10
			15	2	12	20
<b>Third Quarter</b>						
ENG	0101	Grammar	3	0	0	3
NUR	0103	Nursing Adults & Children II	6	0	12	10
NUR	0105	Pharmacology	3	0	0	3
			12	0	12	16
<b>Fourth Quarter</b>						
NUR	1108	Maternal and Newborn Nursing	3	0	9	6
NUR	1109	Nursing Adults & Children III	6	0	9	9
NUR	1106	Practical Nursing & Seminar	3	0	0	3
			12	0	18	18
TOTAL HOURS REQUIRED FOR GRADUATION .....						74

### ASSOCIATE DEGREE NURSING

#### CRITERIA FOR PROGRESSION

1. For the student to progress in the nursing program a "C" or higher must be achieved for all nursing courses (courses with a prefix BIO, NUR, NUT). Students earning less than a "C" in nursing courses will automatically be withdrawn from the nursing program. If a student received below a "C" (below 78) in either the theory or clinical components of nursing courses involving clinical experience, the theory and clinical grades will **not** be averaged and a grade of "F" will be submitted for the overall grade for the course.

#### Grading Scale for All NUT/NUR Courses

- A — 93-100
- B — 86-92



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## ASSOCIATE DEGREE NURSING

C — 78-85

F — A score of less than 78  
in theory or clinical

2. In the event that a student's physical or mental health interferes with the student's academic and/or clinical performance, the nursing faculty may require the student to submit written verification of current health from an appropriate health care provider; i.e., physician, nurse practitioner, psychiatrist, or psychologist. Upon consultation with the Chairperson of the Allied Health Department and review of the professional statement of health submitted by the student, the Vice President for Student Development will render a decision as to whether or not the student will be allowed to continue in the program. The Vice President for Student Development will notify the student in writing of the decision.
3. In the event the student's behavior is not consistent with sound nursing practices and/or safety essential to nursing, the instructors and/or Chairperson of the Allied Health Department have the authority to immediately remove the student from the setting. Students so removed will be referred to the Vice President for Student Development for further investigation and/or possible dismissal from the Nursing program.

### READMISSION TO THE NURSING PROGRAM:

Students desiring readmission to the nursing curriculum must submit an Application for Admission to the Director of Admissions and satisfy all the initial admission requirements. Students will be permitted to reenter the nursing program no more than once.

The following also will apply:

1. Students formerly enrolled in the SCC Associate Degree Nursing program withdrawing for reasons other than academic or disciplinary problems may reapply for advanced standing in the program based on space available. Students who withdraw with an F or WF in NUR, NUT, or BIO courses are not eligible for advanced standing.
2. Students withdrawing for academic reasons must repeat for credit all NUR courses. Any other courses in which the required grade was not earned must also be repeated.
3. Students withdrawn for disciplinary reasons must wait one year from the date of withdrawal before applying for readmission.
4. Decisions on readmission will be made on an individual basis by the Director of Admissions in consultation with the Nursing Department.

### CRITERIA FOR GRADUATION:

To be eligible for graduation a student must:

1. Complete all course requirements in the nursing curriculum, earning



# PROGRAMS OF STUDY

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## ASSOCIATE DEGREE NURSING

- a grade of "C" or higher in the nursing courses and an overall 2.00 grade point average.
2. Pay a graduation fee at the time of registration for the last quarter.
  3. Fulfill all financial obligations to the college.
  4. **Be present for graduation exercises.** Graduation exercises are held at the end of the summer term on the date published in the academic calendar. In cases of unavoidable circumstances, exceptions to this requirement may be granted by the Vice President for Student Development. During graduation exercises, candidates must be dressed in proper attire, as determined by the President of the College.

## LICENSURE

1. The nursing faculty must recommend a student as a candidate for the National Council Licensure Examination for Practical Nurses or for Registered Nursing based on academic achievement and professional accountability.
  2. The North Carolina Board of Nursing may deny licensure to individuals convicted of a felony or any other crime involving moral turpitude.
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## Auto Body Repair

### V 001      Diploma

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding, and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

## SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
AUT	1111	Auto Body Repair	6	12	10
DFT	1101	Schematics and Diagrams: Auto Body Repair	3	1	4
WLD	1101	Basic Gas Welding	1	3	2
MAT	1101	Fundamentals of Mathematics I	4	0	4
			14	16	20



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## **Auto Body Repair**

### **V 001      Diploma**

#### **Second Quarter**

AUT	1112	Auto Body Repair	6	12	10
WLD	1105	Auto Body Welding	2	6	4
AUT	1115	Trim and Glass Installation	<u>1</u>	<u>3</u>	<u>2</u>
			9	21	16

#### **Third Quarter**

AUT	1113	Metal Finishing and Painting	6	12	10
PSY	1101	Human Relations	3	0	3
ENG	1102	Communication Skills	3	0	3
EDP	1103	Computer Awareness	<u>1</u>	<u>2</u>	<u>2</u>
			13	14	18

#### **Fourth Quarter**

AUT	1114	Body Shop Application	8	18	14
BUS	1103	Small Business Operation	<u>3</u>	<u>0</u>	<u>3</u>
			11	18	17

TOTAL HOURS REQUIRED FOR GRADUATION ..... 71

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## **Automotive Mechanics**

### **V 003      Diploma**

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions, and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

(Offered to special groups in cooperation with the North Carolina Department of Corrections.)



# PROGRAMS OF STUDY

## Automotive Mechanics

V 003     Diploma

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter Hours
			Class	Lab	Credit
<b>First Quarter</b>					
PME	1101	Automotive Gas Engines	3	9	6
PME	1104	Diesel Engines	2	6	4
MAT	1101	Fundamentals of Mathematics I	4	0	4
WLD	1101	Basis Gas Welding	<u>1</u>	<u>3</u>	<u>2</u>
			10	18	16
<b>Second Quarter</b>					
PME	1102	Automotive Fuel Systems	2	6	4
PME	1103	Automotive Electrical Systems	4	12	8
PSY	1101	Human Relations	3	0	3
DFT	1102	Schematics & Diagrams: Automotive	<u>3</u>	<u>0</u>	<u>3</u>
			12	18	18
<b>Third Quarter</b>					
AUT	1124	Automotive Power Train Systems	2	6	4
AUT	1128	Automatic Transmissions	3	9	6
ENG	1102	Communication Skills	3	0	3
AUT	1130	Machine Shop Operation	1	3	2
EDP	1103	Computer Awareness	<u>1</u>	<u>2</u>	<u>2</u>
			10	20	17
<b>Fourth Quarter</b>					
AHR	1101	Automotive Air Conditioning	3	3	4
AUT	1123	Automotive Brakes, Chassis &	4	9	7
		Suspension Systems			
BUS	1103	Small Business Operation	3	0	3
WLD	1102	Basic Arc Welding	<u>1</u>	<u>3</u>	<u>2</u>
			11	15	16
TOTAL HOURS REQUIRED FOR GRADUATION .....					67



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## **Basic Law Enforcement Training**

### **T 189 Curriculum Certificate Program**

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training Law Enforcement Officers certificate examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and/or the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.

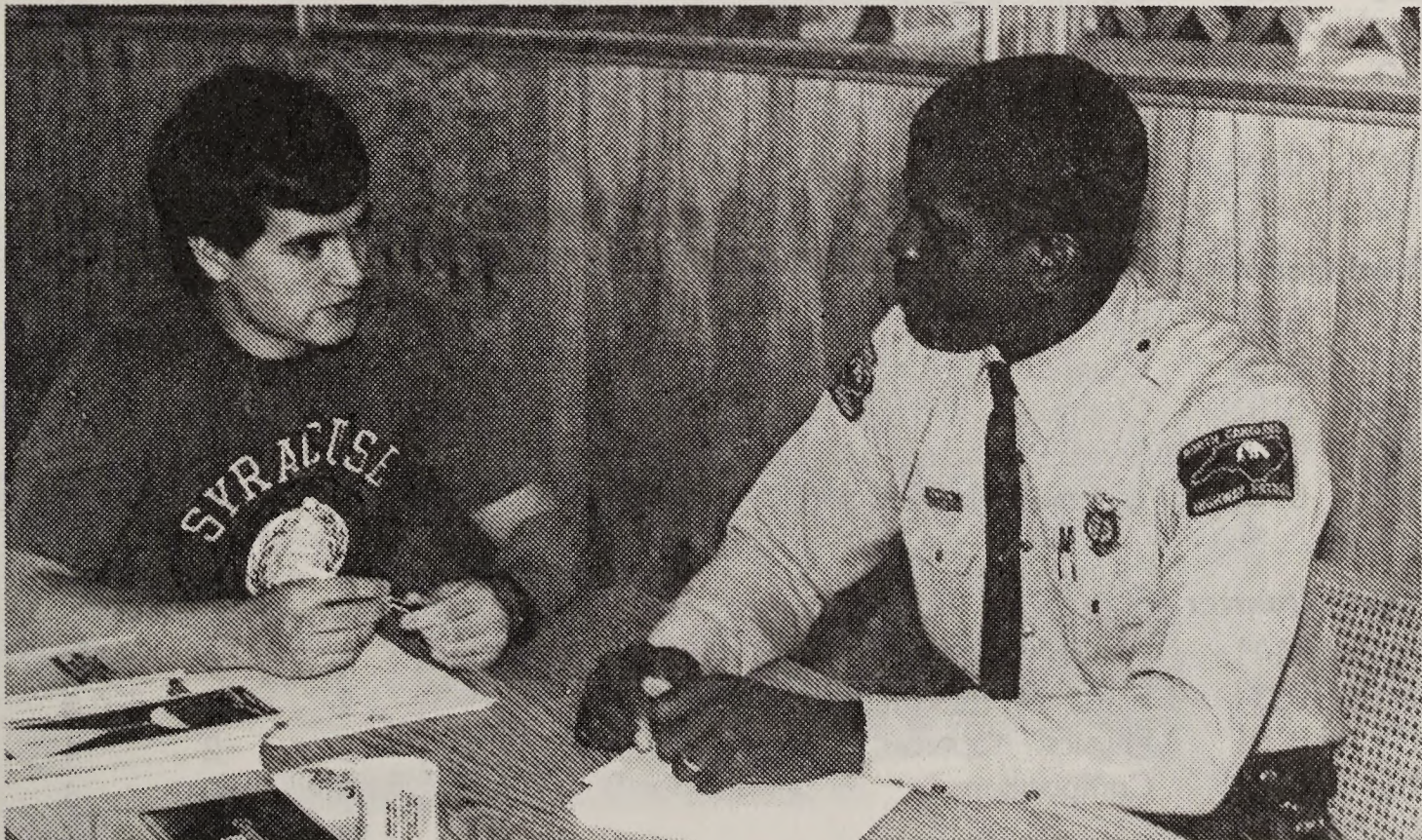
Job opportunities are available with state, county and municipal governments in North Carolina. In addition, knowledge, skills and abilities acquired in this course of study qualify one for job opportunities with private enterprises in such areas as industrial, retail and private security.

#### **ADDITIONAL ADMISSION REQUIREMENTS:**

Minimum age restrictions apply. Contact the Admissions Office for more information.

CJC 0100 Basic Law Enforcement Training Credit 25 (15-30)

**NOTE: These credits will transfer into the two-year Associate Degree Criminal Justice-Protective Services Technology curriculum.**





# PROGRAMS OF STUDY

## Biomedical Equipment Technology

### T 158 Associate in Applied Science Degree

The Biomedical Equipment Technology curriculum prepares individuals to install, operate, repair, and maintain electronic equipment such as X-ray machines, incubators, electronic thermometers, pacemakers, radio frequency devices, cardiac pressure monitors, sterilizers, operating room lamps and tables, automatic culture counters, and pulmonary equipment. The biomedical technician may also be called upon to maintain or make emergency repairs on surgical equipment in the hospital operating room, to instruct hospital personnel in the correct use of equipment, and to be involved in evaluation and testing of new electromedical devices.

#### ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 0150 Pre-Algebra at Stanly Community College.

#### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Credit
<b>First Quarter</b>					
ELC	0111	Electrical Fundamentals I	3	4	5
MAT	0100	Fundamentals of Algebra	6	0	6
ENG	0101	Grammar	3	0	3
BIO	0104	Human Anatomy & Physiology/Medical Terminology I	2	2	3
BMT	0101	BMET at Work: Introduction to the Hospital and Industry	2	0	2
			16	6	19
<b>Second Quarter</b>					
ELC	0120	Electrical Fundamentals II	3	4	5
MAT	0101	Technical Mathematics I	5	0	5
BIO	0105	Human Anatomy & Physiology/Medical Terminology II	2	2	3
EDP	0200	BASIC Language	3	2	4
			13	8	17
<b>Third Quarter</b>					
ELN	0130	Seminconductor Devices	3	6	6
BMT	0163	Laboratory Practices	1	3	2
CHM	0101	Chemistry	3	2	4
SOC	0204	Social Psychology for the Health Services	3	0	3
MAT	0102	Technical Mathematics II	5	0	5
			15	11	20
<b>Fourth Quarter</b>					
ELN	0141	Control Devices	4	4	6
BMT	0234	Introduction to Medical Instrumentation	2	3	3
PHY	0101	Physics: Properties of Matter	3	2	4
ENG	0102	Composition	3	0	3
			12	9	16



# Biomedical Equipment Technology

## T 158 Associate in Applied Science Degree

### Fifth Quarter

BMT	0224	Digital Electronics — BMT	2	6	5
BMT	0225	Microprocessors — BMT	2	4	4
BMT	0244	Medical Instrumentation I	3	4	5
BMT	0280	X-Ray Equipment I	3	4	5
			<u>10</u>	<u>18</u>	<u>19</u>

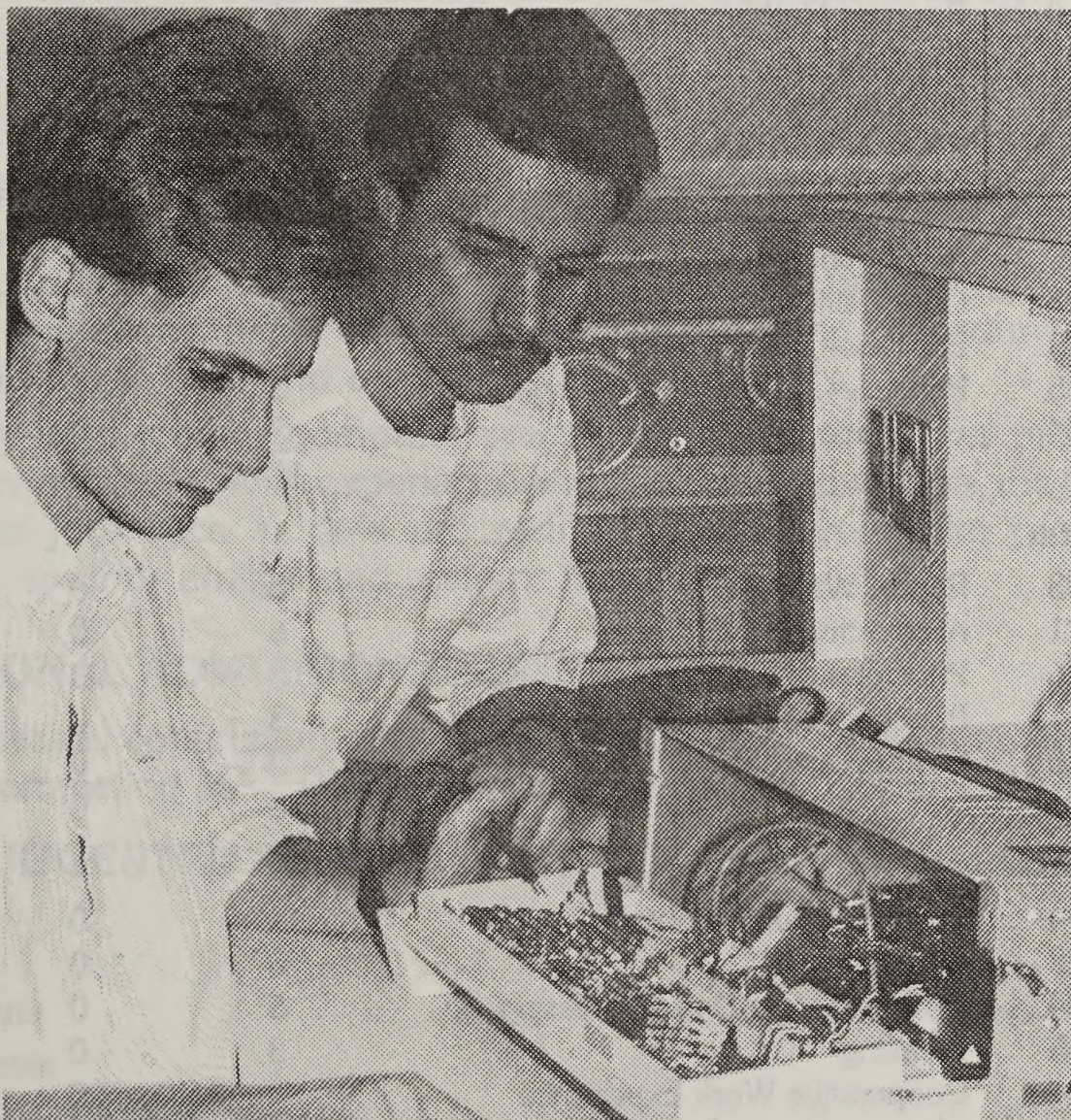
### Sixth Quarter

ENG	0204	Oral Communications	3	0	3
BMT	0254	Medical Instrumentation II	3	4	5
BMT	0248	Laser Fundamentals	1	2	2
BMT	0281	X-Ray Equipment II	3	4	5
BMT	0264	Biomedical Troubleshooting Techniques	3	4	5
			<u>13</u>	<u>14</u>	<u>20</u>

### Seventh Quarter

BMT	0249	Medical Laser Equipment	2	2	3
BMT	0202	Seminar	1	0	1
BMT	0201	Internship	0	24	2
ENG	0103	Report Writing	3	0	3
		Social Science Elective	3	0	3
			<u>9</u>	<u>26</u>	<u>12</u>

TOTAL HOURS REQUIRED FOR GRADUATION ..... 123





# PROGRAMS OF STUDY

## Business Administration

### T 018 Associate in Applied Science Degree

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world, its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in understanding the principles of organization and management in business operations, utilizing modern techniques to make decisions, understanding the economy through study and analysis of the role of production and marketing, communicating orally and in writing, and interpersonal relationships.

Through these skills and through the development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
ENG	0101	Grammar ✓	3	0	3
OFT	0102	Typewriting I (or elective) ✓	3	2	4
MAT	0110	Business Mathematics ✓	6	0	6
ECO	0102	Economics I ✓	3	0	3
BUS	0101	Introduction to Business ✓	3	0	3
			18	2	19
<b>Second Quarter</b>					
BUS	0120	Accounting I ✓	6	0	6
ENG	0102	Composition ✓	3	0	3
BUS	0115	Business Law I ✓	3	0	3
BUS	0125	Principles of Financial Management I ✓	3	0	3
ECO	0104	Economics II ✓	3	0	3
			18	0	18
<b>Third Quarter</b>					
ENG	0103	Report Writing ✓	3	0	3
BUS	0121	Accounting II ✓	6	0	6
BUS	0126	Principles of Financial Management II ✓	3	0	3
PSY	0151	Principles of Psychology ✓	3	0	3
BUS	0116	Business Law II ✓	3	0	3
			18	0	18
<b>Fourth Quarter</b>					
ENG	0204	Oral Communications	3	0	3
BUS	0122	Accounting III ✓	6	0	6
EDP	0104	Introduction to Data Processing ✓	5	0	5
BUS	0245	Retailing ✓	3	0	3
			Cooperative Work Experience		
			17	20	2
				20	19



PROGRAMS OF STUDY

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## Business Administration

**T 018 Associate in Applied Science Degree**

**Fifth Quarter**

ENG	0206	Business Communications ✓	3	0	3
BUS	0281	Managing Conflict in Business ✓ and Industry	3	0	3
BUS	0239	Marketing ✓	6	0	6
EDP	0200	BASIC Language ✓	3	2	4
		Business Elective X	3	0	3
		Cooperative Work Experience		20	2
			18	22	21

**Sixth Quarter**

BUS	0229	Income Taxes ✓ <sup>6 3</sup>	6	0	6
BUS	0272	Principles of Supervision → <sup>3 right</sup>	3	0	3
BUS	0299	Business Decisions ✓ <sup>total 6</sup>	3	0	3
EDP	0217	Microcomputer Application ✓ +	4	2	5
		Cooperative Work Experience		20	2
BUS	0280	Small Business Management X	3	0	3
			19	22	22

TOTAL HOURS REQUIRED FOR GRADUATION ..... 117

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## Business Computer Programming

**T 022 Associate in Applied Science Degree**

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and language and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

**ADDITIONAL ADMISSION REQUIREMENT:**

Successful completion of high school algebra. This requirement may be met by completing MAT 0150 Pre-Algebra at Stanly Community College.

**SUGGESTED SEQUENCE OF COURSES BY QUARTER**

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
ENG	0101	Grammar	3	0	3



# PROGRAMS OF STUDY

## Business Computer Programming

### T 022 Associate in Applied Science Degree

EDP	0104	Introduction to Data Processing	5	0	5
EDP	0200	BASIC Language	3	2	4
EDP	0106	Programming Techniques	4	0	4
BUS	0101	Introduction to Business	<u>3</u>	<u>0</u>	<u>3</u>
			18	2	19

#### Second Quarter

BUS	0120	Accounting I	6	0	6
ENG	0102	Composition	3	0	3
MAT	0100	Fundamentals of Algebra	6	0	6
EDP	0209	RPG II Programming	<u>4</u>	<u>2</u>	<u>5</u>
			19	2	20

#### Third Quarter

ENG	0103	Report Writing	3	0	3
BUS	0121	Accounting II	6	0	6
EDP	0210	Advanced RPG II	4	2	5
		Social Science Elective	3	0	3
BUS	0100	Keyboarding	<u>1</u>	<u>2</u>	<u>2</u>
			17	4	19

#### Fourth Quarter

ENG	0204	Oral Communications	3	0	3
EDP	0217	Microcomputer Application	4	2	5
EDP	0108	COBOL I	4	2	5
EDP	0110	PASCAL	3	2	4
ECO	0102	Economics I	3	0	3
		Cooperative Work Experience	<u>20</u>	<u>2</u>	<u>2</u>
			17	26	22

#### Fifth Quarter

ENG	0206	Business Communications	3	0	3
EDP	0208	COBOL II	4	2	5
EDP	0206	System Design	5	0	5
		Technical Elective	3	2	4
		Cooperative Work Experience	<u>20</u>	<u>2</u>	<u>2</u>
			15	24	19

#### Sixth Quarter

EDP	0207	Application Programming	4	2	5
EDP	0211	Operating Systems (DOS/OCL)	4	2	5
EDP	0212	Data Base Design	3	0	3
		Social Science Elective	3	0	3
		Cooperative Work Experience	<u>20</u>	<u>2</u>	<u>2</u>
			14	24	18

TOTAL HOURS REQUIRED FOR GRADUATION ..... 117

\*Must score in 70 percent on entrance examination or complete MAT 0150.



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# Computer Engineering Technology

## T 040 Associate in Applied Science Degree

This program is intended to provide the skills required to install, service and maintain computers, microprocessor and computer controlled equipment and computer peripheral devices.

The curriculum provides training in both the hardware and software areas of the computer field.

A sequence of introductory hardware courses provides the student with a strong background in physics, technical mathematics, electricity, electronics and digital logic circuits and concepts. Advanced course work provides a detailed study of: the logic of the central processing unit, the operation of integrated circuits in the central processing units, the operation and use of integrated circuit memory devices and the interfacing of the central processing unit to memory devices. Additional studies cover interfacing the central processing unit to external devices using both serial and parallel data transfer, the operation of large scale integration programmable interface units and their interfacing with the central processing unit, and the operation of computer peripheral devices such as video displays, printers, floppy disk storage systems, magnetic tape units, keyboards and the techniques of converting signal between the analog and digital forms.

The programming course work provides a sequence of study stressing good program techniques, structured programming and program documentation. Rather than being familiar with a large number of programming languages, the student is expected to learn well a highly structured language, such as Pascal, and an assembly language. The importance of assembly language to the understanding of the operation of the central processing unit and the related computer units is stressed. Computer operating system concepts are discussed to provide a unified view of the hardware and software aspects of the computer system.

### ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 0150 Pre-Algebra at Stanly Community College.

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title				Class	Lab	Clin	Credit
<b>First Quarter</b>							
ELC	0111	Electrical Fundamentals I		3	4		5
ENG	0101	Grammar		3	0		3
MAT	0100	Algebra		6	0		6
CET	0100	CET Computer Applications		2	4		4
				14	8		18

\*NOTE: EDP 0217 Microcomputer Applications may be substituted **with permission of CET advisor.**



# PROGRAMS OF STUDY

## Computer Engineering Technology

### T 040 Associate in Applied Science Degree

#### Second Quarter

ELC	0120	Electrical Fundamentals II	3	4	5
ENG	0102	Composition	3	0	3
MAT	0101	Technical Mathematics I	5	0	5
CET	0103	C Programming Language	<u>2</u>	<u>4</u>	<u>4</u>
			13	8	17

#### Third Quarter

ELN	0130	Semiconductor Devices	3	6	6
ENG	0103	Report Writing	3	0	3
MAT	0102	Technical Mathematics II	5	0	5
CET	0104	C Programming Language	2	4	4
PHY	0101	Physics: Properties of Matter	<u>3</u>	<u>2</u>	<u>4</u>
			16	12	22

#### Fourth Quarter

ELN	0141	Control Devices	4	4	6
CAD	0201	Introduction to CAD	2	0	4
ELN	0140	Electronic Instrumentation	4	2	5
CET	0120	Computer Circuits I	<u>4</u>	<u>2</u>	<u>5</u>
			14	8	20

#### Fifth Quarter

CET	0241	Computer Circuits II	4	2	5
CET	0214	Computer Technology I	4	2	5
PHY	0102	Physics: Work, Energy, Power	3	2	4
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			14	6	17

#### Sixth Quarter

CET	0250	Computer Technology II	3	2	4
ENG	0204	Oral Communications	3	0	3
CET	0235	Machine/Assembly Language			
		Programming	2	2	3
CET	0231	Operating Systems	3	0	3
		Technical Elective	<u>2</u>	<u>4</u>	<u>4</u>
			13	8	17

#### Seventh Quarter

CET	0270	Computer & Peripheral Repair	3	2	4
CET	0221	Computer Architecture & Const. Proj.	2	4	4
CET	0233	Special Topics	2	4	4
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			10	10	15

TOTAL CREDIT HOURS ..... 126



# Computer Operations

## V 012 Diploma

The Computer Operations curriculum is designed to prepare the individual for gainful employment as a computer operator. This objective is fulfilled through study and application in areas such as data processing concepts and equipment, computer console operations and data processing applications with related study in mathematics, communications and business-related courses.

Graduates may find employment in businesses and industries as computer and terminal operators or other related jobs in the computer/operations areas.

### ADDITIONAL ADMISSION REQUIREMENT:

Completion of the placement evaluation. Must be high school graduate or meet the North Carolina Equivalency (GED) standard scores.

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
ENG	0101	Grammar	3	0	3
EDP	0104	Introduction to Data Processing	5	0	5
BUS	0101	Introduction to Business	3	0	3
EDP	0200	Basic Language	3	2	4
MAT	0110	Business Mathematics	6	0	6
			20	2	21
<b>Second Quarter</b>					
EDP	0106	Programming Techniques	4	0	4
ENG	0102	Composition	3	0	3
BUS	0100	Keyboarding	1	2	2
EDP	0100	Computer Operations I	2	2	3
EDP	0209	RPG II Programming	4	2	5
			14	6	17
<b>Third Quarter</b>					
EDP	0101	Computer Operations II	3	2	4
EDP	0211	Operating Systems (DOS/OCL)	4	2	5
BUS	0120	Accounting I	6	0	6
				20	2
			13	24	17
<b>Fourth Quarter</b>					
EDP	0110	Pascal	3	2	4
EDP	0105	Computer Operation Techniques	4	2	5
EDP	0204	Systems Study	3	0	3
ENG	0103	Report Writing	3	0	3
				20	2
			13	24	17

TOTAL HOURS REQUIRED FOR GRADUATION ..... 72



# PROGRAMS OF STUDY

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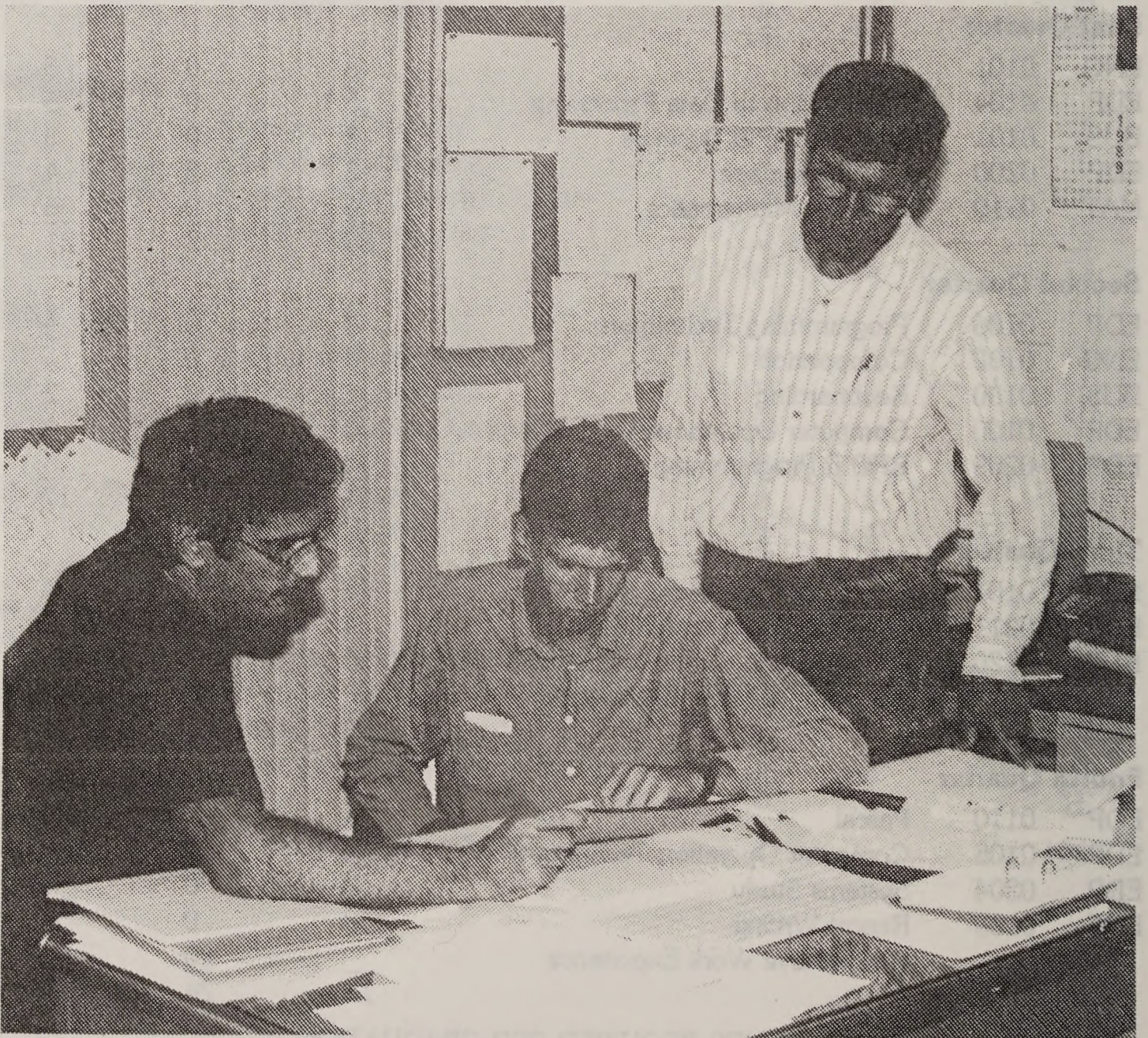
## ***Cooperative Education***

Cooperative education is a program combining in-class academic study with productive work experience. It is designed to provide the student with valuable work experience related to his/her program of study at Stanly Community College through a supervised learning program with a participating employer in business, industry, government, and service agencies.

The main objective of cooperative education is to bridge the gap between theory and practice by allowing the student to apply skills learned in the classroom to practical on-the-job learning situations. This joint venture between the College and participating employers extends the student's educational experiences and provides a complete educational program.

In addition to using classroom knowledge in actual work situations, the co-op student will be able to work with people from different educational backgrounds, to earn money to help pay for his/her education, and to make contacts for permanent employment upon graduation. College credit is earned for the co-op experience and may be applied toward graduation requirements or may be earned as additive credit.

Students interested in participating in co-op should contact the Office of Cooperative Education for further information.





# Cosmetology

V 009

**Diploma Program Offered through Albemarle College of Cosmetology, Monroe Beauty College, and Concord Beauty College.**

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Art, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

## SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
COS	1001	Cosmetology Study/Practice I	5	35	16
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			8	35	19
<b>Second Quarter</b>					
COS	1002	Cosmetology Study/Applications II	5	35	16
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			8	35	19
<b>Third Quarter</b>					
COS	1003	Cosmetology Study/Applications III	5	35	16
BUS	1103	Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			8	35	19
<b>Fourth Quarter</b>					
COS	1004	Cosmetology Study/Applications IV	5	35	16
BUS	1104	Cosmetic Sales and Marketing	<u>3</u>	<u>0</u>	<u>3</u>
			8	35	19

TOTAL HOURS REQUIRED FOR GRADUATION ..... 76



# PROGRAMS OF STUDY

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## Cosmetology

V 009

### Part A

COS	1001A	Cosmetology Study/Practice I	3	17	8
COS	1002A	Cosmetology Study/Applications II	3	17	8
COS	1003A	Cosmetology Study/Applications III	3	17	8
COS	1004A	Cosmetology Study/Applications IV	3	17	8

### Part B

COS	1001B	Cosmetology Study/Practice I	2	18	8
COS	1002B	Cosmetology Study/Applications II	2	18	8
COS	1003B	Cosmetology Study/Applications III	2	18	8
COS	1004B	Cosmetology Study/Applications IV	2	18	8

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## Criminal Justice – Protective Services Technology

**T 129     Associate in Applied Science Degree**

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correction law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.



# Criminal Justice – Protective Services Technology

## T 129     Associate in Applied Science Degree

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
ENG	0101	Grammar	3	0	3
OFT	0102	Typewriting I	3	2	4
CJC	0115	Criminal Law I	3	0	3
CJC	0101	Introduction to Criminal Justice	5	0	5
MAT	0110	Business Mathematics	6	0	6
			20	2	21
<b>Second Quarter</b>					
ENG	0102	Composition	3	0	3
SOC	0102	Principles of Sociology	3	0	3
CJC	0203	Introduction to Corrections	5	0	5
CJC	0216	Criminal Law II	3	0	3
EDP	0103	Computer Awareness	1	2	2
			15	2	16
<b>Third Quarter</b>					
ENG	0103	Report Writing	3	0	3
CJC	0210	Criminal Investigation	5	0	5
CJC	0238	Principles of Correctional Admin.	3	0	3
CJC	0206	Community Relations	3	0	3
CHM	0101	Chemistry	3	2	4
			17	2	18
<b>Fourth Quarter</b>					
ENG	0204	Oral Communications	3	0	3
CJC	0205	Criminal Evidence	5	0	5
CJC	0225	Criminal Procedure	5	0	5
PSY	0107	Human Growth and Development	3	0	3
POL	0250	American Government	3	0	3
			19	0	19
<b>Fifth Quarter</b>					
CJC	0110	Juvenile Delinquency	5	0	5
CJC	0102	Introduction to Criminology	5	0	5
PSY	0151	Principles of Psychology	3	0	3
CJC	0256	Victimology	3	0	3
			3	0	3
			19	0	19



# PROGRAMS OF STUDY

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## Criminal Justice – Protective Services Technology

### T 129 Associate in Applied Science Degree

#### Sixth Quarter

CJC	0220	Police Organization and Admin.	5	0	5
CJC	0255	Deviant Behavior	5	0	5
PSY	0206	Applied Psychology	3	0	3
CJC	0259	Domestic & International Terrorism			
		in Law Enforcement	3	0	3
		Social Science Elective	3	0	3
			19	0	19

TOTAL HOURS REQUIRED FOR GRADUATION ..... 112

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## Early Childhood Associate

### T 073 Associate in Applied Science Degree

The Early Childhood Associate curriculum prepares individuals to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in such areas as child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents, individuals will be able to function effectively in various programs and/or centers dealing with preschool children.

Job opportunities are available in such areas as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps and recreational centers.

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter Hours Credit
			Class	Lab	
First Quarter					
ENG	0101	Grammar	3	0	3
HED	0120	First Aid	3	0	3
PSY	0151	Principles of Psychology	3	0	3
EDU	0150	Seminar Practicum	1	10	2
EDU	0234	Creative Activities for Young Children	3	0	3
EDU	0153	PreSchool Education	3	0	3
			16	10	17



# Early Childhood Associate

## T 073 Associate in Applied Science Degree

### Second Quarter

ENG	0102	Composition	3	0	3
PSY	0105	Human Growth & Development: Prenatal & Infant	3	0	3
EDU	0151	Seminar Practicum	1	10	2
EDU	0232	Physical Activities for Young Children	3	0	3
EDU	0260	Communication Skills/Social Studies Methods for Young Children	<u>3</u>	<u>0</u>	<u>3</u>
			13	10	14

### Third Quarter

ENG	0210	Children's Literature	3	0	3
PSY	0106	Human Growth & Development: Early Childhood	3	0	3
EDU	0152	Seminar Practicum	1	10	2
EDU	0154	Curriculum Planning and Design	3	0	3
EDU	0261	Behavioral Management	3	0	3
EDU	0204	Parent Education	<u>3</u>	<u>0</u>	<u>3</u>
			16	10	17

### Fourth Quarter

MUS	0210	Music for Young Children	3	0	3
EDU	0251	Seminar Practicum	1	10	2
SOC	0128	Community Resources	3	0	3
EDU	0155	Curriculum Planning and Design Application	3	2	4
EDU	0206	Children in Crisis	2	0	2
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			15	12	17

### Fifth Quarter

SCI	0101	General Science	2	2	3
EDU	0252	Seminar Practicum	1	10	2
EDU	0211	Administration for Operators of Facilities for Young Children	3	0	3
ENG	0204	Oral Communications	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12	12	14

### Sixth Quarter

EDU	0202	Seminar Practicum	1	10	2
BUS	0280	Small Business Management	3	0	3
PSY	0201	Human Growth and Development: Middle Childhood and Adolescence	3	0	3
MAT	0153	Basic Mathematics	3	0	3
EDU	0212	Current Issues in Day Care	3	0	3
RED	0101	Introduction to Reading	<u>2</u>	<u>0</u>	<u>2</u>
			15	10	16



# PROGRAMS OF STUDY

## Early Childhood Associate

**T 073      Associate in Applied Science Degree**

### Seventh Quarter

SOC	0102	Principles of Sociology	3	0	3
ENG	0103	Report Writing	3	0	3
NUT	0102	Nutrition for Young Children	3	0	3
EDU	0203	The Exceptional Child	3	0	3
SOC	0211	Marriage and Family	3	0	3
			15	0	15

TOTAL HOURS REQUIRED FOR GRADUATION ..... 110

## EARLY CHILDHOOD ASSOCIATE One-Year Option — Diploma

### ADDITIONAL ADMISSION REQUIREMENT:

Completion of placement evaluation. Must be high school graduate or meet the North Carolina Equivalency (GED) standard scores.

Course Title			Hours per Week		Quarter Hours Credit
			Class	Lab	
<b>First Quarter</b>					
ENG	0101	Grammar	3	0	3
HED	0120	First Aid	3	0	3
PSY	0151	Principles of Psychology	3	0	3
EDU	0150	Seminar Practicum	1	10	2
EDU	0234	Creative Activities for Young Children	3	0	3
EDU	0153	PreSchool Education	3	0	3
			16	10	17
<b>Second Quarter</b>					
ENG	0102	Composition	3	0	3
PSY	0105	Human Growth & Development: Prenatal & Infant	3	0	3
EDU	0151	Seminar Practicum	1	10	2
EDU	0232	Physical Activities for Young Children	3	0	3
EDU	0260	Communication Skills/Social Studies Methods for Young Children	3	0	3
			13	10	14
<b>Third Quarter</b>					
ENG	0210	Children's Literature	3	0	3
PSY	0106	Human Growth & Development: Early Childhood	3	0	3
EDU	0152	Seminar Practicum	1	10	2
EDU	0154	Curriculum Planning and Design	3	0	3
EDU	0261	Behavioral Management	3	0	3
EDU	0204	Parent Education	3	0	3
			16	10	17



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**EARLY CHILDHOOD ASSOCIATE**  
**One-Year Option — Diploma**

**Fourth Quarter**

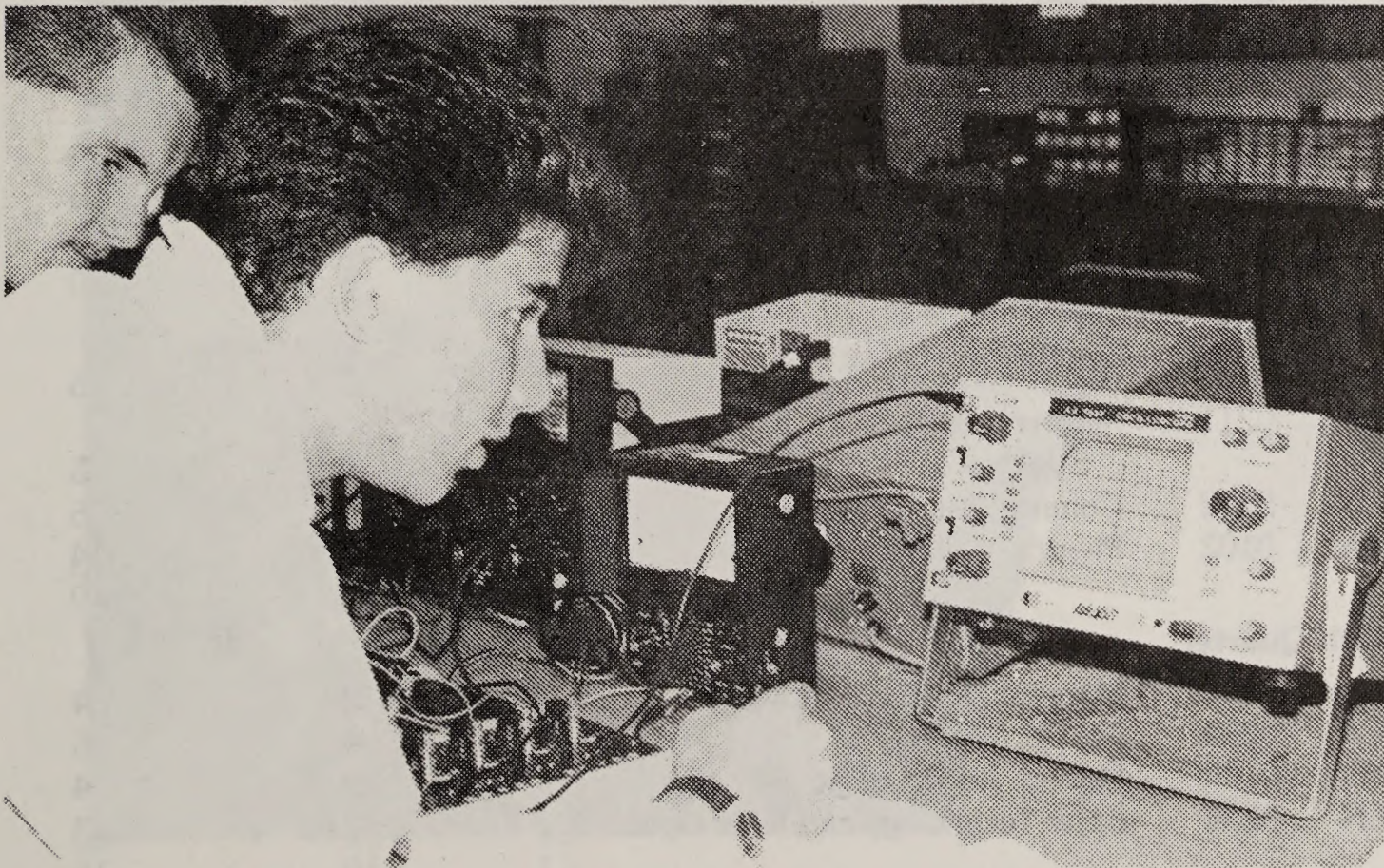
MUS	0210	Music for Young Children	3	0	3
EDU	0251	Seminar Practicum	1	10	2
SOC	0128	Community Resources	3	0	3
EDU	0155	Curriculum Planning and Design			
		Application	3	2	4
EDU	0206	Children in Crisis	2	0	2
		Social Science Elective	3	0	3
			15	12	17
TOTAL HOURS REQUIRED FOR DIPLOMA .....					65

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***Electronics Engineering Technology***  
**T 045     Associate in Applied Science Degree**

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.





# PROGRAMS OF STUDY

## Electronics Engineering Technology

**T 045 Associate in Applied Science Degree**

### ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 0150 Pre-Algebra at Stanly Community College.

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Clin	Quarter
			Class	Lab		Hours Credit
First Quarter						
ENG	0101	Grammar	3	0		3
MAT	0100	Fundamentals of Algebra	6	0		6
EDP	0217	Microcomputer Application	4	2		5
ELC	0111	Electrical Fundamentals I	3	4		5
			16	6		19
Second Quarter						
ENG	0102	Composition	3	0		3
MAT	0101	Technical Mathematics I	5	0		5
ELC	0120	Electrical Fundamentals II	3	4		5
			3	0		3
			14	4		16
Third Quarter						
ENG	0103	Report Writing	3	0		3
MAT	0102	Technical Mathematics II	5	0		5
PHY	0101	Physics: Properties of Matter	3	2		4
ELN	0130	Semiconductor Devices	3	6		6
			14	8		18
Fourth Quarter						
ELN	0210	Digital Combinational Systems	4	2		5
CAD	0201	Introduction to Computer-Aided Design	2	0	6	4
ELN	0140	Electronic Instrumentation	4	2		5
ELN	0141	Control Devices	4	4		6
			14	8	6	20
Fifth Quarter						
ELN	0220	Digital Sequential Systems	4	2		5
ELN	0211	Microprocessor Based Elec. Systems	4	2		5
ELN	0212	Communication Systems	3	4		5
PHY	0102	Physics: Work, Energy, Power	3	2		4
			14	10		19
Sixth Quarter						
ELN	0221	Microcomputer Interfacing	3	2		4
ELN	0234	AC/DC Motors	3	4		5
PHY	0104	Physics: Light and Sound	3	2		4
ELN	0233	Laser Technology and Fiber Optics	2	2		3
			11	10		16



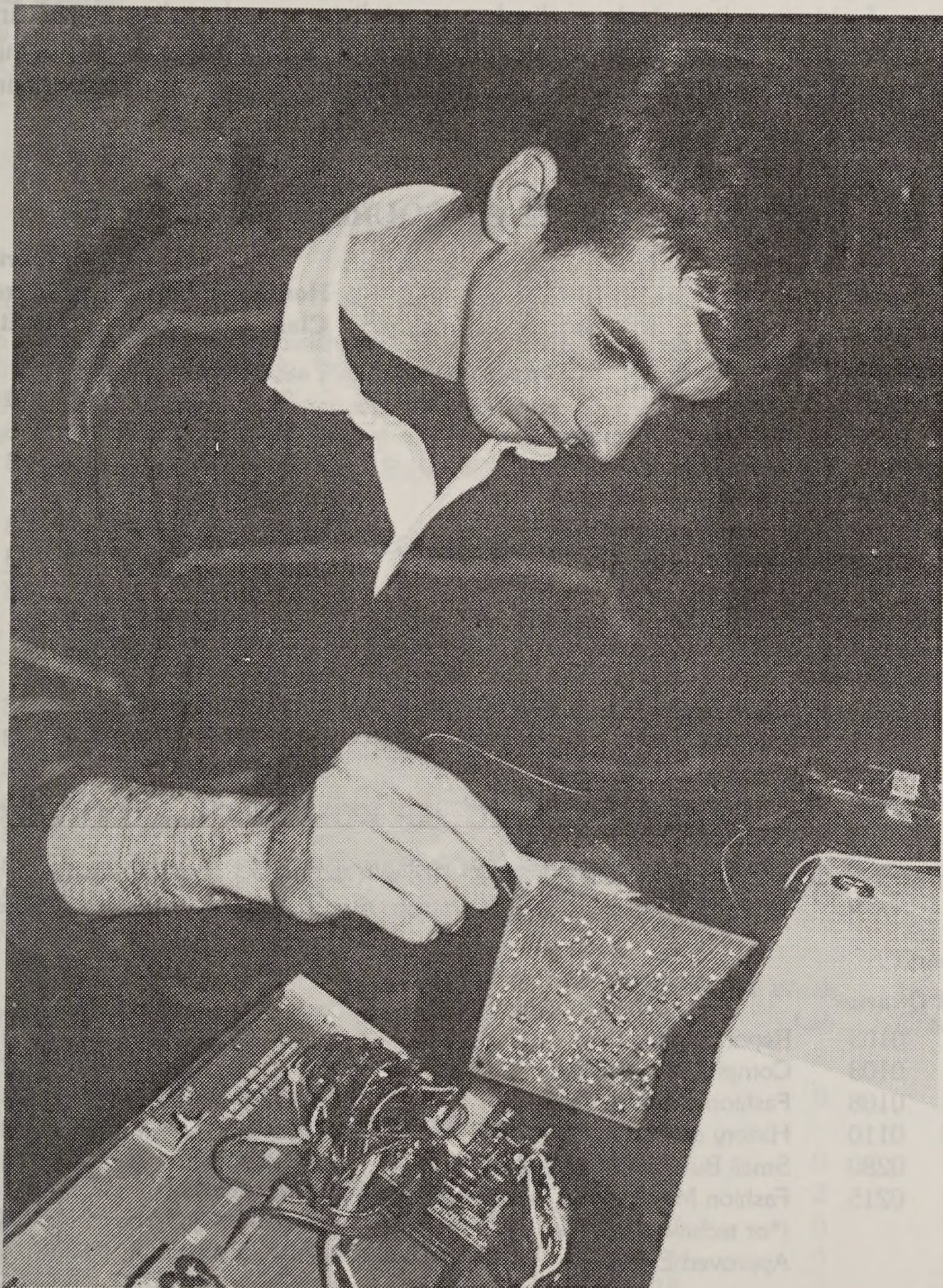
# Electronics Engineering Technology

## T 045 Associate in Applied Science Degree

### Seventh Quarter

ELN	0235	PLC	3	4	5
ELN	0232	Electronics Design Project	1	6	4
ENG	0204	Oral Communications	3	0	3
		Social Science Elective	3	0	3
			<u>10</u>	<u>10</u>	<u>15</u>

TOTAL HOURS REQUIRED FOR GRADUATION ..... 123





# PROGRAMS OF STUDY

## ***Fashion Merchandising and Marketing***

### **T 143     Associate in Applied Science Degree**

The Fashion Merchandising and Marketing curriculum is designed to provide individuals with fundamental skills in fashions and merchandising activities. The individual will become familiar with the properties, characteristics and construction of fabrics, leather, fur, millinery, wigs, jewelry and cosmetics. Emphasis will be placed on selling techniques, buying, merchandising, displaying, pricing and stock planning and control.

Employment opportunities as assistant buyers, buyers, fashion coordinators, fashion stylists, indoor display specialists, merchandise clerks and store managers or owners will be available in department stores and specialty stores, wholesale and manufacturing firms, buying offices and advertising agencies.

### **SUGGESTED SEQUENCE OF COURSES BY QUARTER**

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
ENG	0101	Grammar	3	0	3
MAT	0110	Business Mathematics	6	0	6
BUS	0101	Introduction to Business	3	0	3
FAS	0101	Introduction to Fashion Merchandising/Marketing	3	0	3
TEX	0100	Fabric Science I	<u>3</u>	<u>0</u>	<u>3</u>
			18	0	18
<b>Second Quarter</b>					
ENG	0102	Composition	3	0	3
BUS	0115	Business Law.I	3	0	3
BUS	0220	Personal Development	3	0	3
ART	0125	Fundamentals of Art and Design	2	2	3
FAS	0103	Fashion Accessories	3	0	3
FAS	0102	Elements and Coordination of Fashion	3	0	3
BUS	0100	Keyboarding	<u>1</u>	<u>2</u>	<u>2</u>
			18	4	20
<b>Third Quarter</b>					
ENG	0103	Report Writing	3	0	3
EDP	0103	Computer Awareness	1	2	2
FAS	0108	Fashion Salesmanship	3	0	3
HUM	0110	History of Costume	3	0	3
BUS	0280	Small Business Management	3	0	3
FAS	0215	Fashion Merchandise Field Study (*or technical elective)	3	0	3
		Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
			19	2	20



# Fashion Merchandising and Marketing

## T 143 Associate in Applied Science Degree

### Fourth Quarter

ENG	0204	Oral Communications	3	0	3
DMK	0260	Commercial Display Design	3	2	4
EDP	0217	Microcomputer Application	4	2	5
FAS	0210	Fashion Sales Promotion I	3	2	4
FAS	0209	Modeling (*or technical elective)	2	2	3
			15	8	19

### Fifth Quarter

FAS	0211	Fashion Sales Promotion II	3	2	4
ENG	0206	Business Communications	3	0	3
SSC	0303	Organizations and the Parliamentary Process	3	0	3
BUS	0239	Marketing	6	0	6
		Technical Elective	3	0	3
		Cooperative Work Experience		20	2
			18	22	21

### Sixth Quarter

FAS	0104	Fashion Sketching	2	2	3
DMK	0240	Merchandise Planning and Control	4	0	4
DMK	0249	Fashion Buying and Merchandising	3	0	3
PSY	0206	Applied Psychology	3	0	3
		Cooperative Work Experience		20	2
			12	22	15

TOTAL HOURS REQUIRED FOR GRADUATION ..... 113

## FASHION MERCHANDISING AND MARKETING One-Year Option

### ADDITIONAL ADMISSION REQUIREMENT:

Completion of placement evaluation. Must be high school graduate or meet the North Carolina Equivalency (GED) standard scores.

Course Title			Hours per Week		Quarter Hours Credit
			Class	Lab	
<b>First Quarter</b>					
ENG	0101	Grammar	3	0	3
FAS	0101	Introduction to Fashion Merchandising/Marketing	3	0	3
FAS	0210	Fashion Sales Promotion I	3	2	4
TEX	0100	Fabric Science I	3	0	3
MAT	0110	Business Mathematics	6	0	6
			18	2	19



# PROGRAMS OF STUDY

## FASHION MERCHANDISING AND MARKETING One-Year Option

### Second Quarter

ENG	0102	Composition	3	0	3
BUS	0220	Personal Development	3	0	3
FAS	0120	Elements and Coordination of Fashion	3	0	3
BUS	0100	Keyboarding	1	2	2
BUS	0239	Marketing	<u>6</u>	<u>0</u>	<u>6</u>
			16	2	17

### Third Quarter

ENG	0103	Report Writing	3	0	3
BUS	0280	Small Business Management	3	0	3
FAS	0108	Fashion Salesmanship	3	0	3
FAS	0215	Fashion Merchandising Field Study (or approved elective)	3	0	3
DMK	0240	Merchandising Planning and Control	4	0	4
DMK	0249	Fashion Buying and Merchandising	<u>3</u>	<u>0</u>	<u>3</u>
			19	0	19

### Fourth Quarter

ENG	0206	Business Communications	3	0	3
EDP	0103	Computer Awareness	1	2	2
ENG	0204	Oral Communications	3	0	3
		Cooperative Work Experience	<u>7</u>	<u>20</u>	<u>2</u>
				22	10

TOTAL HOURS REQUIRED FOR DIPLOMA ..... 65





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## **UNC Charlotte-Stanly Community College General Education College Parallel Program**

Applicants seeking admission to the General Education College Parallel Program must:

1. Submit a Stanly Community College Application for Admission form to the Admissions Office at Stanly Community College.
2. Provide the Admissions Office of Stanly Community College with official copies of transcripts of all high school and post high school academic work.
3. Complete Stanly Community College's placement evaluation upon notification.

In addition, candidates should have completed (or have in progress) a college preparatory, secondary school program which includes four units of English; three units of math including Algebra I, Algebra II, and geometry; two units of social studies including one unit of U.S. History; and three units of science including one physical science, one biological science, and one laboratory course. It is recommended that applicants have completed at least two units in one foreign language. Student performance should reflect a grade of "C" or better.

Decisions regarding the admission of applicants lacking the above requirements will be made on an individual basis by the Director of Admissions at Stanly Community College.

Admission policies are sufficiently flexible to permit the admission of most students with unusual or extenuating circumstances. Applicants are considered on an individual basis and on their own merit. Final decision will be based on judgment as to whether the applicant has a reasonable chance of successfully completing an academic program.

Students must have a minimum grade point of 2.00 to apply for transfer to the University of North Carolina at Charlotte. Some majors require a higher grade point average; therefore, students are encouraged to check transfer admission policies in their chosen field of study.

### **ADDITIONAL ADMISSION REQUIREMENTS:**

Applicants must submit evidence of completion of high school Algebra II showing a minimum grade of "C". Applicants not satisfying this requirement prior to entry into the program may enroll in Stanly Community College's MAT 100 Fundamentals of Algebra, which upon completion with a grade of "C" or better will satisfy the Algebra II requirement.



# PROGRAMS OF STUDY

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## ***Horticulture***

### **V 021     Diploma**

Students in the Horticulture curriculum are trained in the areas of vegetable, flower, fruit, and ornamental plant production. Subject matter includes soil fertility and its modification, chemicals and their use, varieties of plants, bookkeeping, marketing, plant propagation, greenhouses and their construction, greenhouse management and all phases of the production of vegetables, flowers and fruits, including bedding plants, potting plants and nursery stock.

Upon completion of the curriculum, students should be able to set up and operate their own specialized business, as well as manage and operate specialized vegetable, flower, fruit or nursery enterprises for others.





# Horticulture

V 021      Diploma

## SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
AGR	1185	Soil Science and Fertilizers	3	2	4
HOR	1151	Plant Materials I	2	4	4
AGR	1170	Plant Science	3	2	4
HOR	1264	GreenhouseManagement	2	4	4
MAT	1101	Fundamentals of Mathematics	4	0	4
			14	12	20
<b>Second Quarter</b>					
HOR	1152	Plant Materials II	2	4	4
HOR	1256	Nursery Management	2	4	4
PME	5211	Small Engine Maintenance and Repair	1	3	2
HOR	1261	Greenhouse Production	2	4	4
			7	15	14
<b>Third Quarter</b>					
ENG	1102	Communication Skills	3	0	3
HOR	1224	Landscape Maintenance	2	4	4
HOR	1144	Plant Propagation	3	2	4
HOR	1147	Indoor and Herbaceous Plants	2	4	4
HOR	1259	Garden Shop Operation and Landscape Design	2	2	3
			12	12	18
<b>Fourth Quarter</b>					
BUS	1103	Small Business Operation	3	0	3
HOR	1250	Small Fruits and Vegetables	3	2	4
HOR	1260	Landscape Design/Build	2	4	4
HOR	1149	Horticulture Pest and Control	4	2	5
			12	8	16
TOTAL HOURS REQUIRED FOR GRADUATION .....					68





# PROGRAMS OF STUDY

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## *Industrial Electronics*

**V 045     Diploma**

This program is designed to prepare individuals to repair and maintain electronic machines, controls and components which are used by various industrial operations. Individuals in the program learn to read blueprints, to determine repair procedures, to dismantle and assemble electronic components and to make necessary sensitive adjustments to meet specifications. A large portion of the laboratory time is spent verifying electronic principles and developing service techniques.

The graduate of this curriculum is prepared to maintain and service industrial electronic devices found in most manufacturing and service operations.





# Industrial Electronics

V 045 Diploma

## SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
ELC	1112	Direct and Alternating Current	4	12	8
MAT	1101	Fundamentals of Mathematics I	4	0	4
DFT	1210	Industrial Blueprint Reading	4	0	4
			12	12	16
<b>Second Quarter</b>					
ELC	1113	Direct and Alternating Currents Machines & Controls	6	9	9
MAT	1102	Fundamentals of Mathematics II	4	0	4
ELN	1102	Electrical Fundamentals	2	6	4
			12	15	17
<b>Third Quarter</b>					
EDP	1103	Computer Awareness	1	2	2
ELN	1121	Digital Fundamentals	5	9	8
ELN	1118	Industrial Electronics I	3	3	4
PSY	1101	Human Relations	3	0	3
ENG	1102	Communication Skills	3	0	3
			15	14	20
<b>Fourth Quarter</b>					
ELN	1124	Introduction to Microprocessors	3	3	4
ELN	1104	Digital Controls and Circuits	4	12	8
ELN	1119	Industrial Electronics II	3	3	4
			10	18	16

TOTAL HOURS REQUIRED FOR GRADUATION ..... 69



# PROGRAMS OF STUDY

## Machinist

### V 032 Diploma

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment in the metal working industries. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. Computer Numerical Control (CNC) may be integrated into various phases of the curriculum or as specialized courses.

The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprints or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds, and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
MEC	1101	Machine Shop Theory and Practice I	3	12	7
MAT	1101	Fundamentals of Mathematics I	4	0	4
DFT	1104	Blueprint Reading	0	3	1
ISC	1101	Industrial Safety	3	0	3
MEC	1122	Practical Metallurgy	3	2	4
			13	17	19
<b>Second Quarter</b>					
MEC	1102	Machine Shop Theory and Practice II	3	12	7
MAT	1102	Fundamentals of Mathematics II	4	0	4
DFT	1105	Blueprint Reading: Mechanical	1	2	2
WLD	1103	Welding	0	3	1
MEC	1105	Computer Numerical Control Machining I	2	2	3
			10	19	17
<b>Third Quarter</b>					
MEC	1103	Machine Shop Theory and Practice III	3	12	7
MEC	1106	Computer Numerical Control Machining II	2	2	3
ENG	1102	Communication Skills	3	0	3
MAT	1123	Machinist Mathematics	3	0	3
PSY	1101	Human Relations	3	0	3
			14	14	19



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## **Machinist**

**V 032      Diploma**

### **Fourth Quarter**

MEC	1104	Machine Shop Theory and Practice IV	3	12	7
BUS	1103	Small Business Operation	3	0	3
MEC	1117	Machine Repair	2	3	3
DFT	1106	Blueprint Reading: Mechanical	<u>1</u>	<u>2</u>	<u>2</u>
			9	17	15

TOTAL HOURS REQUIRED FOR GRADUATION ..... 70

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## **Mechanical Drafting and Design Technology**

**T 043      Associate in Applied Science Degree**

The Mechanical Drafting and Design curriculum prepares mechanical draftsmen. Emphasis is placed upon ability to think and plan, as well as upon drafting procedures and techniques used by mechanical draftsmen.

Mechanical drafting and design technicians perform many aspects of drafting, such as developing the drawing of a section, subassembly or major component. Investigating design factors and availability of materials and equipment, production methods and facilities are frequent assignments. They assist in the design of units and control from specifications by utilizing drawings of existing units and reports on functional performance. They may draw components in industrial fields based on engineers' original design concepts or specific ideas. Also, they may be assigned as coordinators for the execution of related work or other design, production, tooling, material and planning groups. Technicians with experience in this classification may often supervise the preparation of working drawings. These technicians are employed in many types of manufacturing, fabrication, research development and service industries. Substantial numbers also are employed in communications, transportation, public utilities, consulting engineering firms, and federal, state and local governments.

### **ADDITIONAL ADMISSION REQUIREMENT:**

Successful completion of high school algebra. This requirement may be met by completing MAT 0150 Pre-Algebra at Stanly Community College.



# PROGRAMS OF STUDY

## Mechanical Drafting and Design Technology

**T 043 Associate in Applied Science Degree**

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
ENG	0101	Grammar	3	0	3
MAT	0100	Fundamentals of Algebra	6	0	6
DFT	0101	Technical Drafting I	2	6	4
MEC	0101	Machine Processes I	1	4	3
PSY	0110	Interpersonal Skills	3	0	3
			15	10	19
<b>Second Quarter</b>					
ENG	0102	Composition	3	0	3
MAT	0101	Technical Mathematics I	5	0	5
DFT	0102	Technical Drafting II	2	6	4
EDP	0103	Computer Awareness	1	2	2
PSY	0151	Principles of Psychology	3	0	3
			14	8	17
<b>Third Quarter</b>					
ENG	0103	Report Writing	3	0	3
MAT	0102	Technical Mathematics II	5	0	5
DFT	0103	Technical Drafting III	2	6	4
PHY	0101	Physics: Properties of Matter	3	2	4
CAD	0201	Introduction to Computer-Aided Design	2	6	4
			15	14	20
<b>Fourth Quarter</b>					
DFT	0207	Drafting Internship	0	20	2
<b>Fifth Quarter</b>					
DFT	0204	Descriptive Geometry	2	6	4
DFT	0201	Technical Drafting	2	6	4
PHY	0102	Physics: Work, Energy, Power	3	2	4
CAD	0202	Mechanical Design Applications	2	6	4
ENG	0204	Oral Communications	3	0	3
			12	20	19
<b>Sixth Quarter</b>					
DFT	0212	Jigs and Fixture Design (CADD)	2	6	4
MEC	0105	Statics	3	3	4
DFT	0211	Mechanisms (Electromechanical)	3	2	4
DFT	0230	Structural Drafting	2	6	4
MEC	0210	Physical Metallurgy I	3	2	4
			13	19	20



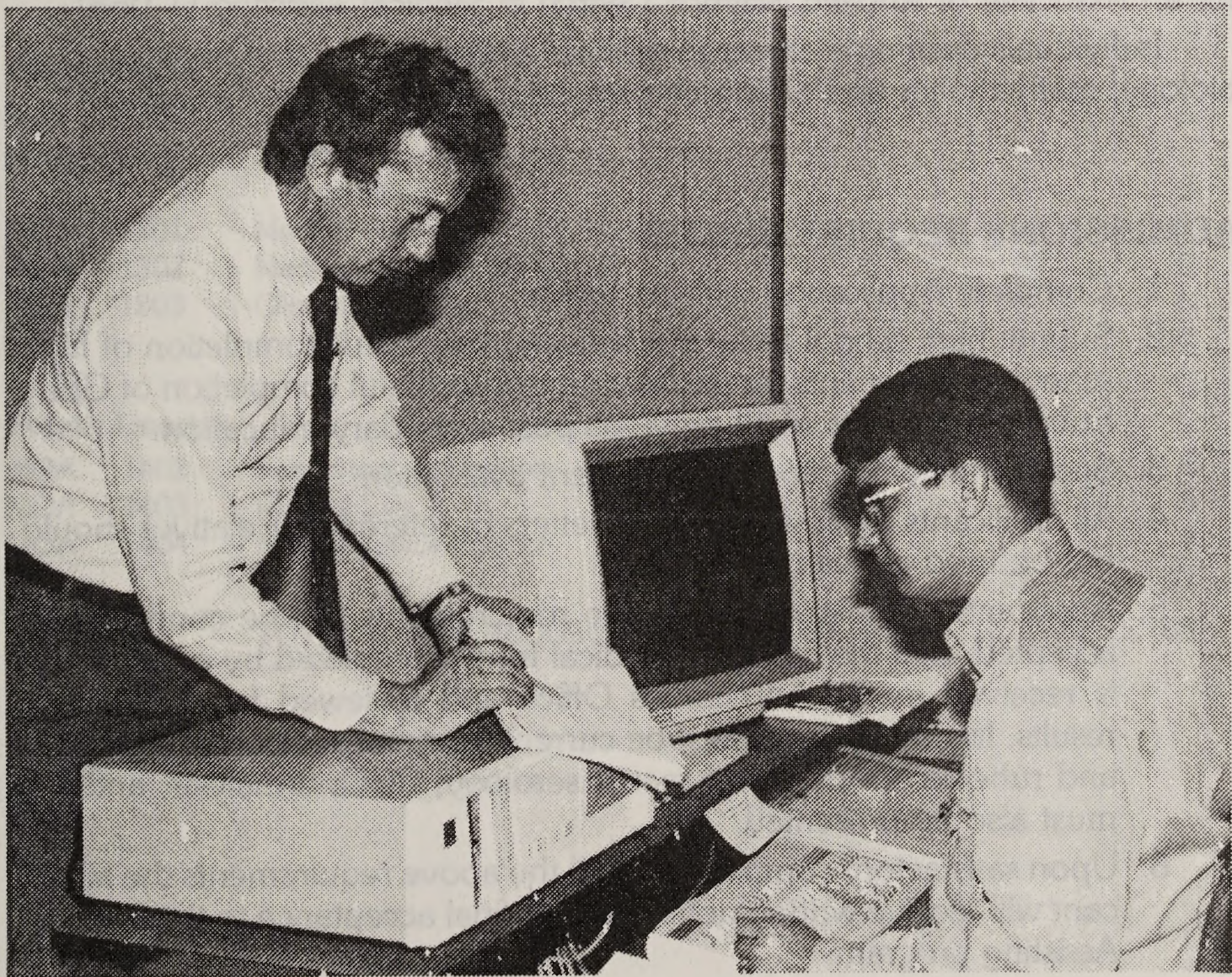
# Mechanical Drafting and Design Technology

T 043 Associate in Applied Science Degree

## Seventh Quarter

DFT	0205	Design Drafting	2	6	4
MEC	0235	Hydraulics and Pneumatics	3	2	4
MEC	0204	Manufacturing Processes	6	0	6
MEC	0205	Strength of Materials	3	2	4
CAD	0203	Computer Aided Drafting/Design/ Structural Application	$\frac{2}{16}$	$\frac{6}{16}$	$\frac{4}{22}$

TOTAL HOURS REQUIRED FOR GRADUATION ..... 119





# PROGRAMS OF STUDY

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## **Medical Assisting**

### **V 031     Diploma**

The Medical Assisting curriculum prepares the graduate to assist the physicians in their offices or other medical settings such as hospitals and clinics, performing those administrative and clinical duties delegated by the physician and in accord with respective state laws governing such actions and activities. The business/administrative duties include scheduling and receiving patients, obtaining patient data, maintaining medical records, typing and medical transcription, computer operations; handling telephone calls, correspondence, reports and manuscripts; assuming responsibility for office care, insurance matters, office accounts, fees and collections; and purchasing and maintaining supplies and equipment. The clinical duties may include preparing patients for examinations, obtaining vital signs, taking medical histories, assisting with examinations and treatments, performing routine laboratory procedures including electrocardiograms, sterilizing instruments and equipment for office procedures, and instructing patients in X-ray and laboratory examinations.

Graduates of programs accredited by The Committee on Allied Health Education and Accreditation (CAHEA) may apply to take the certification examination administered by the Certifying Board of the American Association of Medical Assistants.

Advanced credits can be awarded toward completion of requirements for an Associate of Applied Science Degree in Medical Assisting (T-058).

Individuals desiring a career in medical assisting should, if possible, take biology, mathematics and typing courses prior to entering the program.

### **ADMISSIONS REQUIREMENTS:**

1. Complete Application for Admission.
2. Submit high school transcript showing successful completion of high school requirements for graduation or successful completion of GED. Submit transcripts of all previous post-secondary education.
3. Successful completion of placement evaluation.
4. All applicants must submit three letters of reference. Relatives should not be used as references.
5. Applicants completing the above requirements will be conditionally accepted until the college's medical form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for rubella, tetanus, diphtheria, and rubeola. Evidence of recent serology, CBC, urinalysis, and TB must also be presented.
6. Upon satisfactory completion of all the above requirements the applicant will receive written notification of final acceptance to the Medical Assisting program.



# Medical Assisting

V 031 Diploma

## SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title		Class	Lab	Shop/Clin	Credit
<b>First Quarter</b>					
ENG	0101	Grammar	3	0	3
PSY	0110	Interpersonal Skills	3	0	3
BIO	0104	Human Anatomy and Physiology/ Medical Terminology I	2	2	3
BUS	0100	Keyboarding	1	2	2
MOA	1101	Orientation to Medical Assisting	3	0	3
MOA	1201	Medical Ethics and Law	3	0	3
MAT	0111	Drug Doses and Measurements	2	0	2
		17	4	0	19
<b>Second Quarter</b>					
EDP	0102	Computer Usage in Medical Profession	3	2	4
BIO	0105	Human Anatomy and Physiology/ Medical Terminology II	2	2	3
MOA	1102	Medical Office Administration	5	0	5
MOA	1203	Pharmacology for Medical Assistants	3	0	3
		13	4	0	15
<b>Third Quarter</b>					
BUS	1204	Medical Transcription	2	2	3
MOA	1202	Medical Economics and Accounting	2	2	3
MOA	1301	Medical Insurance and Coding	3	0	3
MOA	1302	Medical Lab Fundamentals	2	2	3
MOA	1303	Clinical Lab I	2	6	5
		11	12	0	17
<b>Fourth Quarter</b>					
MOA	1402	Laboratory Procedures	2	6	5
MOA	1403	Clinical Lab II	2	6	5
MOA	1404	Medical Office Practice	0	0	7
		4	12	21	17
TOTAL HOURS REQUIRED FOR GRADUATION .....					68



# PROGRAMS OF STUDY

## Medical Office Technology

### T 032 Medical Office Technology

This curriculum prepares individuals to enter the medical secretarial profession. The medical secretary performs secretarial duties utilizing the knowledge of medical terminology and medical office and/or laboratory procedures.

Skills are taught in processing medical documents using computerized functions and/or manual functions. Compiling and recording medical charts, reports, case histories, and correspondence using the typewriter or automated office equipment, scheduling appointments, and preparing and sending bills to patients are duties performed in the medical office and taught in this curriculum.

Graduates of the curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, the office of physicians, hospitals, and other medical care providers.

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
First Quarter					
OFT	0102	Typewriting I (Keyboarding)	3	2	4
ENG	0101	Grammar	3	0	3
OFT	0110	Business Math With Elec. Calc. App.	6	0	6
OFT	0112	Records Management	3	0	3
PSY	0110	Interpersonal Skills	3	0	3
			18	2	19
Second Quarter					
OFT	0103	Typewriting II (Document Formatting)	3	2	4
ENG	0102	Composition	3	0	3
BUS	0115	Business Law I	3	0	3
OFT	0122	Applied Secretarial Communications	3	0	3
OFT	0120	Professional Development	3	0	3
OFT	0173	Information Processing Concepts and Applications	3	2	4
			18	4	20
Third Quarter					
OFT	0104	Typewriting III (Document Production)	3	2	4
OFT	0174	Advanced Word Processing Application	3	2	4
OFT	0106	Machine Transcription	3	2	4
ENG	0204	Oral Communications	3	0	3
OFT	0114	Administrative Office Procedures	3	2	4
SOC	0102	Principles of Sociology	3	0	3
			18	8	22



# Medical Office Technology

## T 032 Medical Office Technology

### Fourth Quarter

MED	0101	Medical Terminology	1	2	2
BIO	0108	Anatomy and Physiology Lecture	4	0	4
OFT	0276	Advanced Information Processing I	3	2	4
OFT	0201	Beginning Shorthand or Elective	3	2	4
ECO	0102	Economics I	3	0	3
BUS	0271	Office Management	3	0	3
		Cooperative Work Experience	0	20	2
			17	26	22

### Fifth Quarter

MED	0102	Medical Terminology	1	2	2
OFT	0277	Advanced Information Processing II	3	2	4
OFT	0202	Shorthand II or OFT 0207 Machine Transcription II	3	2	4
BUS	0120	Accounting I	6	0	6
		Cooperative Work Experience	0	20	2
			13	26	18

### Sixth Quarter

OFT	0209	Medical Transcription	3	0	3
OFT	0210	Medical Insurance & Coding	3	0	3
OFT	0278	Office Systems	5	0	5
		Social Science Elective	3	0	3
		Cooperative Work Experience	0	20	2
			14	20	16

TOTAL HOURS REQUIRED FOR GRADUATION ..... 117

### ADMISSIONS REQUIREMENTS:

1. Complete Application for Admission
2. Submit high school transcript showing successful completion of high school requirements for graduation or successful completion of GED.
3. Submit transcript of all previous post-secondary education.
4. Successful completion of placement evaluation.
5. All applicants must submit three letters of reference. References should not be used as references.
6. Applicants completing the above requirements will be conditionally accepted until the college's official form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for rubella, tetanus, diptheria.



# **PROGRAMS OF STUDY**

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## **Occupational Therapy Assistant**

### **T 142 Associate in Applied Science Degree**

The Occupational Therapy Assistant curriculum prepares graduates to work under the supervision or consultation of a Registered Occupational Therapist in developing, maintaining or restoring adaptive skills in individuals whose abilities to cope with the tasks of daily living are threatened or impaired by developmental deficits, aging, poverty or cultural disadvantage, or physical or psychosocial disability. The program includes instruction in the basic concepts of occupational therapy, interpersonal skills, group dynamics and group leadership skills, concepts of health and illness, and the use of activity techniques in teaching developmental needs. Supervised field experiences include working with clients from these groups.

To become a Certified Occupational Therapy Assistant, the graduate must successfully complete an approved program and pass a national certification examination given by the American Occupational Therapy Certification Board.

Graduates may be employed in hospitals, rehabilitation facilities, long-term and extended care facilities, sheltered workshops, schools, camps, home-bound programs, and community centers.

Individuals desiring a career as an occupational therapy assistant should, if possible, take biology, algebra, sociology and psychology courses prior to entering the program.

### **Additional Information**

Upon completing all required course work and fieldwork, the student will be awarded an Associate in Applied Science Degree in Occupational Therapy Assistant. To work as a Certified Occupational Therapy Assistant, the individual must then pass a national certification examination given by the American Occupational Therapy Certification Board and be licensed with the state. These procedures are separate from Stanly Community College and the graduation process.

### **ADMISSIONS REQUIREMENTS:**

1. Complete Application for Admission.
2. Submit high school transcript showing successful completion of high school requirements for graduation or successful completion of GED. Submit transcripts of all previous post-secondary education.
3. Successful completion of placement evaluation.
4. All applicants must submit three letters of reference. Relatives should not be used as references.
5. Applicants completing the above requirements will be conditionally accepted until the college's medical form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for rubella, tetanus, diphtheria,



# Occupational Therapy Assistant

## T 142 Associate in Applied Science Degree

and rubeola. Evidence of recent serology, CBC, urinalysis, and TB must also be presented.

- Upon satisfactory completion of all the above requirements the applicant will receive written notification of final acceptance to the Occupational Therapy Assistant program.

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
MED	0101	Medical Terminology	1	2	2
BIO	0101	Anatomy and Physiology I	4	2	5
PSY	0151	Principles of Psychology	3	0	3
OTA	0101	Occupational Therapy I (Fundamentals of the Profession)	<u>2</u>	<u>3</u>	<u>3</u>
			10	7	13
<b>Second Quarter</b>					
ENG	0101	Grammar	3	0	3
BIO	0102	Anatomy and Physiology II	4	2	5
PSY	0107	Growth and Development — Life Span	3	0	3
OTA	0108	Kinesiology for OTA Students	3	2	4
OTA	0110	Practice of the Profession	<u>2</u>	<u>3</u>	<u>3</u>
			15	7	18
<b>Third Quarter</b>					
PSY	0205	Abnormal Psychology	3	0	3
OTA	0104	Occupational Therapy Media I	3	4	5
OTA	0106	Occupational Therapy II (Physical Disabilities)	3	2	4
OTA	0112	Disease Process	<u>3</u>	<u>0</u>	<u>3</u>
			12	6	15
<b>Fourth Quarter</b>					
ENG	0102	Composition	3	0	3
ENG	0204	Oral Communications	3	0	3
EDP	0103	Computer Awareness	<u>2</u>	<u>2</u>	<u>2</u>
			7	2	8
<b>Fifth Quarter</b>					
OTA	0201	Aging Process	3	0	3
OTA	0204	Occupational Therapy Media II (Woodworking)	2	3	3
OTA	0208	Pediatrics for OTA Students	3	0	3
OTA	0206	Occupational Therapy (Splinting and Therapeutic Adaptation)	<u>4</u>	<u>2</u>	<u>5</u>
			12	5	14



PROGRAMS OF STUDY

Occupational Therapy Assistant

T 142 Associate in Applied Science Degree

Sixth Quarter

OTA	0202	Geriatric Programming	3	2	4
OTA	0205	Occupational Therapy Media III (Ceramics and Weaving)	2	2	3
OTA	0210	Pediatric Programming	3	2	4
OTA	0212	Occupational Therapy III (Psychiatric)	<u>3</u>	<u>0</u>	<u>3</u>
			11	6	14

Seventh Quarter

BIO	0300	CPR or BIO 0301 Multimedia First Aid and CPR	1	0	1
SOC	0102	Principles of Sociology	3	0	3
OTA	0214	Occupational Therapy in the Community	2	3	3
OTA	0215	Facility Management	3	0	3
OTA	0217	Occupational Therapy Activity Programming	<u>3</u>	<u>0</u>	<u>3</u>
			12	3	13

Eighth Quarter

OTA	0220	Occupational Therapy — Physical Disabilities Field Placement I	0	24	8
OTA	0222	Occupational Therapy — Psychiatric Affiliation Field Placement II	<u>0</u>	<u>24</u>	<u>8</u>
			0	48	16

TOTAL HOURS REQUIRED FOR GRADUATION ..... 111



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## ***Physical Therapist Assistant***

### ***T 062 Associate in Applied Science Degree***

The Physical Assistant curriculum prepares the graduate to assist the professional physical therapist in a variety of direct patient care services, delegated by the supervising therapist, to restore function by alleviation or prevention of physical impairment and other activities essential to the operation of a physical therapy service. The graduate is eligible to take the licensing examination given by the North Carolina Board of Physical Therapy Examiners.

Employment opportunities are available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics and public school systems.

Suggested preparatory courses for individuals desiring a career in physical therapy assisting would include biology, algebra and possibly chemistry.

### **ADMISSIONS REQUIREMENTS:**

1. Complete Application for Admission.
2. Submit high school transcript showing successful completion of high school requirements for graduation or successful completion of GED. Submit transcripts of all previous post-secondary education.
3. Submit evidence of successful completion of high school or college biology and algebra with a grade of "C" or higher before entry into the program. These pre-requisite courses are available through SCC. Applicants wishing to complete the above pre-requisite courses at other institutions must receive prior approval from the Director of Admissions.
4. Successful completion of placement evaluation with 12th grade level performance.
5. The college reserves the right to test any applicant asking for transfer credit on any course in theory or clinical.
6. All applicants must submit three letters of reference. For recent high school graduates, an effort should be made to obtain at least one of these references from a former teacher or guidance counselor. Relatives should not be used as references.
7. After admission requirements have been completed, the applicant will be scheduled for an interview with the Admissions Committee. This committee will include the Physical Therapist Assistant faculty and members of the Student Development staff.
8. Applicants who are selected by the Admissions Committee will be conditionally accepted until the college's medical form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for rubella, tetanus, diphtheria, and rubeola. Evidence of recent serology, CBC, urinalysis, and TB must also be presented.



# PROGRAMS OF STUDY

## Physical Therapist Assistant

### T 062 Associate in Applied Science Degree

9. Upon satisfactory completion of all the above requirements the applicant will receive written notification of final acceptance to the Physical Therapist Assistant program.

#### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Class	Lab	Clin	Credit
<b>First Quarter</b>						
ENG	101	Grammar	3	0	0	3
BIO	101	Anatomy & Physiology I	4	2	0	5
MED	101	Medical Terminology	1	2	0	2
PTA	101	Intro to Physical Therapy	3	4	0	5
MAT	105	Math for Allied Health Professionals	3	0	0	3
			14	8	0	18
<b>Second Quarter</b>						
PSY	151	Principles of Psychology	3	0	0	3
BIO	102	Anatomy & Physiology II	4	2	0	5
ENG	102	Composition	3	0	0	3
PTA	102	Physical Therapy Proced I	3	4	0	5
			13	6	0	16
<b>Third Quarter</b>						
SOC	102	Principles of Sociology	3	0	0	3
PTA	103	Physical Therapy Proced II	3	0	6	5
PTA	110	Applied Kinesiology	3	4	0	5
EDP	102	Computer Usage — Medical Pro	3	2	0	4
			12	6	6	17
<b>Fourth Quarter</b>						
PTA	201	Pathophysiological Cond	4	0	0	4
PTA	202	Therapeutic Exercise	3	4	0	5
ENG	103	Report Writing	3	0	0	3
			10	4	0	12
<b>Fifth Quarter</b>						
ENG	204	Oral Communications	3	0	0	3
PTA	204	Physical Therapy Proced III	4	4	0	6
PTA	211	First Aid and Safety	3	2	0	4
		Elective	3	0	0	3
			13	6	0	16



# Physical Therapist Assistant

**T 062 Associate in Applied Science Degree**

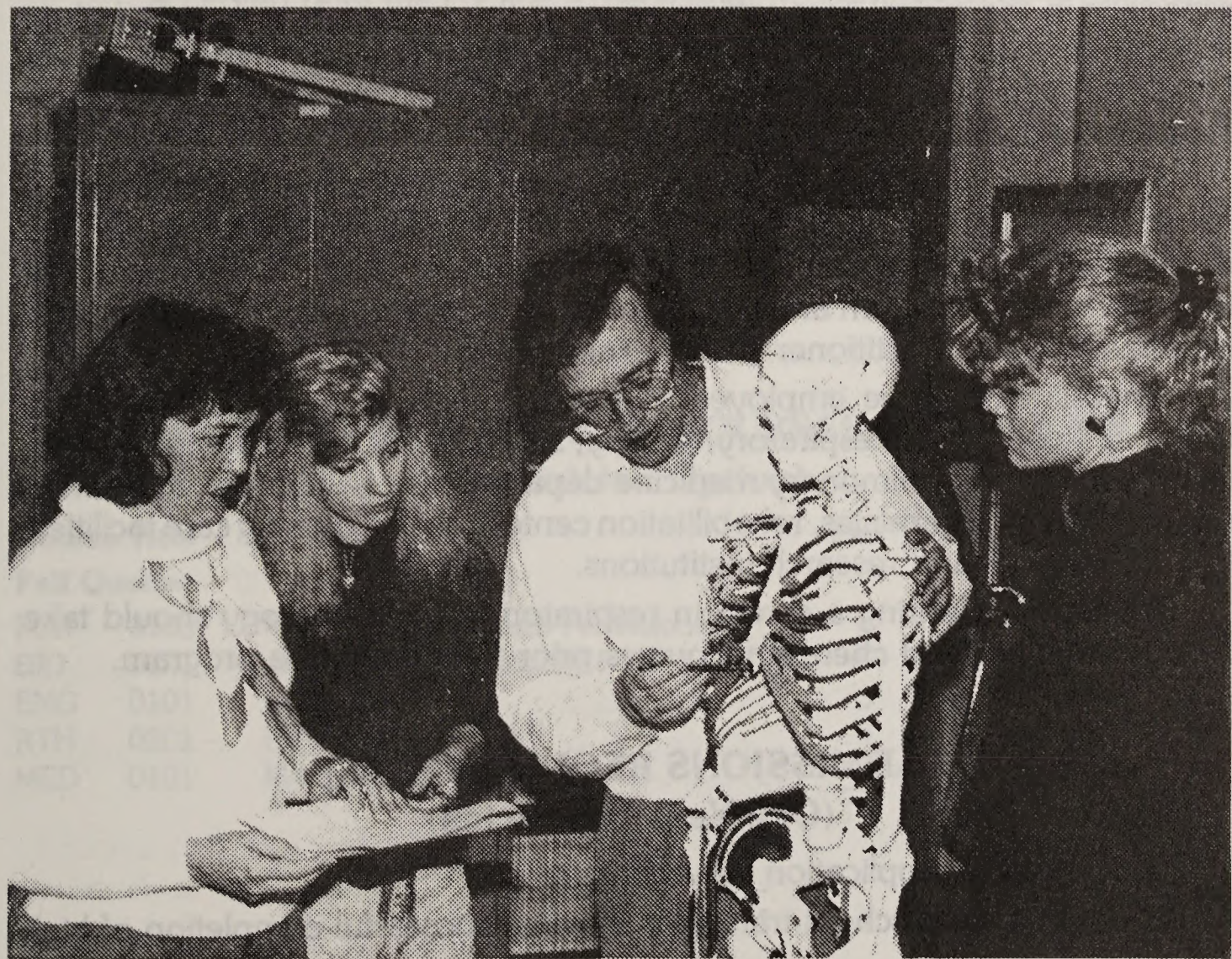
## Sixth Quarter

PSY	107	Growth & Develop — Life Span	3	0	0	3
PSY	206	Applied Psychology	3	0	0	3
PTA	205	Physical Therapy Proced IV	3	0	12	7
PTA	215	Community Health & Welfare	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	0	12	16

## Seventh Quarter

PTA	206	Seminar in Physical Proced	3	0	0	3
PTA	298	Clinical Education I	0	0	18	6
PTA	299	Clinical Education II	<u>0</u>	<u>0</u>	<u>18</u>	<u>6</u>
			3	0	36	15

TOTAL HOURS REQUIRED FOR GRADUATION ..... 110





# **PROGRAMS OF STUDY**

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## ***Respiratory Care Technology (Therapists and Technicians)***

### ***T 091     Diploma Technician Option***

The Respiratory Care Technology curricula offer career education options for respiratory therapists and/or respiratory therapy technicians.

The respiratory therapist specializes in the application of scientific knowledge and theory to practical, clinical problems of respiratory care. Knowledge and skills for performing these functions are usually achieved through two or more years of academic and clinical preparation. The respiratory therapist is qualified to assume primary clinical responsibility for all respiratory care modalities, including responsibilities involved in supervision of respiratory technician functions. The therapist is frequently involved in supervision of respiratory technician functions. The therapist is frequently required to exercise considerable independent, clinical judgment in the respiratory care of patients under the direct or indirect supervision of a physician. Further, the therapist is capable of serving as a technical resource person to the physician with regard to current practices in respiratory care, and to the hospital staff as to effective and safe methods for administering respiratory care.

The technician's role does not require the exercising of independent, clinical judgment; however, the technician is expected to adjust or modify therapeutic techniques within well-defined procedures based on a limited range of patient responses. Therefore, the effective use of the technician, especially in the critical care setting, requires the supervision of a respiratory therapist or a physician experienced in respiratory care. Knowledge and skills for performing these functions are usually achieved through one or more years of academic and clinical preparation.

Graduates of the technician and therapist curricula are eligible to apply for admission to the Entry Level Respiratory Therapy Practitioner (CRTT) examination by the National Board for Respiratory Care. Graduates of the therapist level curriculum are eligible to apply for admission to the Advanced Respiratory Care Practitioner (RRT) examination.

Graduates may be employed in a wide variety of health related areas including hospitals (in respiratory therapy, special services, cardiopulmonary, anesthesiology, or pulmonary medicine departments), respiratory equipment sales and rental companies, rehabilitation centers, skilled nursing care facilities, and educational and research institutions.

Individuals desiring a career in respiratory care technology should take biology, algebra, and chemistry courses prior to entering the program.

### **ADMISSIONS REQUIREMENTS (One-Year Technician)**

1. Complete Application for Admission.
2. Submit high school transcript showing successful completion of high



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# **Respiratory Care Technology (Therapists and Technicians)**

## **T 091     Diploma Technician Option**

school requirements for graduation or successful completion of GED. Submit transcripts of all previous post-secondary education.

3. Submit evidence of successful completion of high school or college biology and pre-algebra before entry into the program. These pre-requisite courses are available through the college. Applicants wishing to complete the above pre-requisite courses at other institutions must receive prior approval from the Director of Admissions at Stanly Community College.
4. Successful completion of placement evaluation with 12th grade level performance on 3 of the 5 evaluative areas.
5. The college reserves the right to test any applicant asking for transfer credit on courses in theory or clinical.
6. All applicants must submit three letters of reference. Those currently or previously employed in the field of Respiratory Care must have a work-related reference from their immediate or past supervisor. Relatives should not be used as references.
7. Applicants completing the above requirements will be conditionally accepted until the college's medical form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for rubella, tetanus, diphtheria, and rubeola. Evidence of recent serology, CBC, urinalysis, and TB must also be presented.
8. Upon satisfactory completion of all of the above requirements the applicant will receive written notification of final acceptance to the Respiratory Care Technology program.

### **SUGGESTED SEQUENCE OF COURSES BY QUARTER (Technician Option)**

Course Title			Lec	Lab	Clin	Credit
<b>Fall Quarter</b>						
MAT	0105	Math for Allied Health Professionals	3	0	0	3
BIO	0101	Anatomy and Physiology I	4	2	0	5
ENG	0101	Grammar	3	0	0	3
RTH	0201	RT Procedures I	4	4	0	6
MED	0101	Medical Terminology	1	2	0	2
			15	8	0	19



# PROGRAMS OF STUDY

## Respiratory Care Technology (Therapists and Technicians)

### T 091     Diploma Technician Option

#### Winter Quarter

BIO	0102	Anatomy & Physiology II	4	2	0	5
RTH	0202	RT Procedures II	2	4	0	4
RTH	0250	Pharmacology	2	0	0	2
RTH	0302	Clinical Practice I	0	0	9	3
ENG	0102	Composition	3	0	0	3
PHY	0105	Basic Science	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			14	8	9	21

#### Spring Quarter

RTH	0251	Cardiopulmonary Pathophysiology	3	0	0	3
RTH	0252	Pediatrics	2	0	0	2
RTH	0303	Clinical Practice II	0	0	24	8
RTH	0205	RT Procedures III	<u>4</u>	<u>4</u>	<u>0</u>	<u>6</u>
			9	4	24	19

#### Summer Quarter

RTH	0204	RT Seminar or RTH 0100	2	0	0	2
RTH	0304	Clinical Practice III	0	0	36	12
EDP	0103	Computer Awareness	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			3	2	36	16

TOTAL HOURS REQUIRED: ..... 75

\*Required for all curriculums

### ADMISSIONS REQUIREMENTS (2nd-Year Therapist Option)

#### Additional Admission Requirements:

In addition to all requirements for entry into the technician program, therapist applicants must also:

1. Submit evidence of completion of an accredited one-year technician program.
2. Submit a copy of their certification from the National Board of Respiratory Care. Students graduating from an approved Respiratory Care Technician program immediately prior to entry into the therapist program must attempt the first available NBRC exam following their completion of the technician program.
3. Provide evidence of satisfactory completion of two quarters (or semesters) of college-level English.
4. Repeat or satisfactorily complete an examination exam if requested on any course in the technician program for which they received a grade below a "C".



# Respiratory Care Technology (Therapists and Technicians)

## T 091     Associate In Applied Science Therapist Option

Students currently enrolled in the Respiratory Care Technician program and wishing to continue their studies in the therapist option must submit an application for admission to the therapist program no later than May 1 of the current year in order to be considered prior to acceptance of non-continuing students.

### SUGGESTED SEQUENCE OF COURSES BY QUARTER (Therapist Option)

Course Title			Lec	Lab	Clin	Credit
<b>Fall Quarter</b>						
MAT	0105	Math for Allied Health Professionals	3	0	0	3
BIO	0101	Anatomy and Physiology I	4	2	0	5
ENG	0101	Grammar	3	0	0	3
RTH	0201	RT Procedures I	4	4	0	6
MED	0101	Medical Technology	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			15	8	0	19
<b>Winter Quarter</b>						
BIO	0102	Anatomy & Physiology II	4	2	0	5
RTH	0202	RT Procedures II	2	4	0	4
RTH	0250	Pharmacology	2	0	0	2
RTH	0302	Clinical Practice I	0	0	9	3
ENG	0102	Composition	3	0	0	3
PHY	0105	Basic Science	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			14	8	9	21
<b>Spring Quarter</b>						
RTH	0251	Cardiopulmonary Pathophysiology	3	0	0	3
RTH	0252	Pediatrics	2	0	0	2
RTH	0303	Clinical Practice II	0	0	24	8
RTH	0205	RT Procedures III	<u>4</u>	<u>4</u>	<u>0</u>	<u>6</u>
			9	4	24	19
<b>Summer Quarter</b>						
RTH	0204	RT Seminar or RTH 0100	2	0	0	2
RTH	0304	Clinical Practice III	0	0	36	12
EDP	0103	Computer Awareness	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			3	2	36	16



# PROGRAMS OF STUDY

## Respiratory Care Technology (Therapists and Technicians)

**T 091     Associate In Applied Science  
Therapist Option**

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Lec	Lab	Clin	Credit
<b>Summer Quarter*</b>						
EDP	0103	Computer Awareness**	1	2	0	2
EDU	0220	Methods of Teaching	2	0	0	2
BIO	0204	Microbiology	3	2	0	4
		Social Science Elective	3	0	0	3
			9	4	0	11
<b>Fall Quarter</b>						
RTH	0261	Cardiopulmonary Pathophysiology II	4	2	0	5
RTH	0260	RT Procedures IV	2	2	0	3
PSY	0110	Interpersonal Skills	3	0	0	3
RTH	0271	Pediatrics II	2	2	0	3
			11	6	0	14
<b>Winter Quarter</b>						
RTH	0305	Clinical Practice IV	0	0	16	5
RTH	0272	Advanced Pulmonary Functions	1	2	0	2
ENG	0204	Oral Communications	3	0	0	3
BIO	0205	General Pathology	3	0	0	3
RTH	0280	Cardiopulmonary Rehabilitation	1	2	0	2
			8	4	16	15
<b>Spring Quarter</b>						
RTH	0281	Organization and Administration	2	0	0	2
PSY	0206	Applied Psychology	3	0	0	3
RTH	0306	Clinical Practice V	0	0	16	5
CHM	0101	Chemistry	3	2	0	4
			8	2	16	14

TOTAL HOURS REQUIRED: ..... 127

\*Entry may be either summer or fall quarter for full-time students

\*\*Only required if not previously transferred



# Secretarial — Legal

## T 031 Associate in Applied Science Degree

The purpose of the Secretarial — Legal curriculum are to prepare the individual to enter the legal secretarial profession through work in a lawyer's office, in city, county, state or government offices; provide an educational program for individuals wanting education for upgrading (moving from one legal secretarial position to another legal secretarial position) and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of legal typewriting, shorthand transcription and business machines. Through these skills the individual will be able to perform legal, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the legal secretarial profession.

### SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
OFT	0102	Typewriting I (Keyboarding)	3	2	4
ENG	0101	Grammar	3	0	3
OFT	0110	Business Math with Elec. Calc. App.	6	0	6
OFT	0112	Records Management	3	0	3
PSY	0110	Interpersonal Skills	3	0	3
			18	2	19
<b>Second Quarter</b>					
OFT	0103	Typewriting II (Document Formatting)	3	2	4
ENG	0102	Composition	3	0	3
BUS	0115	Business Law I	3	0	3
OFT	0122	Applied Secretarial Communications	3	0	3
OFT	0120	Professional Development	3	0	3
OFT	0173	Information Processing Concepts and Applications	3	2	4
			18	4	20
<b>Third Quarter</b>					
OFT	0104	Typewriting III (Document Production)	3	2	4
OFT	0174	Advanced Word Processing Application	3	2	4
OFT	0106	Machine Transcription	3	2	4
ENG	0204	Oral Communications	3	0	3
OFT	0114	Administrative Office Procedures	3	2	4
			15	8	19



# PROGRAMS OF STUDY

## Secretarial – Legal

### T 031 Associate in Applied Science Degree

#### Fourth Quarter

SOC	0102	Principles of Sociology	3	0	3
ECO	0102	Economics I	3	0	3
OFT	0276	Advanced Information Processing I	3	2	4
OFT	0201	Beginning Shorthand or Elective	3	2	4
BUS	0271	Office Management	3	0	3
		Cooperative Work Experience or approved course substitution	<u>0</u>	<u>20</u>	<u>2</u>
			15	24	19

#### Fifth Quarter

OFT	0277	Advanced Information Processing II	3	2	4
OFT	0202	Shorthand II or OFT 0207 Machine Transcription II	3	2	4
BUS	0120	Accounting I	6	0	6
BUS	0272	Principles of Supervision	3	0	3
BUS	0116	Business Law II	3	0	3
		Cooperative Work Experience or approved course substitution	<u>0</u>	<u>20</u>	<u>2</u>
			18	24	22

#### Sixth Quarter

OFT	0211	Legal Office Transcription/Terminology	3	2	4
OFT	0278	Office Systems	5	0	5
OFT	0203	Shorthand III or OFT 0208 Machine Transcription III	3	2	4
BUS	0121	Accounting II	6	0	6
		Cooperative Work Experience or approved course substitution	<u>0</u>	<u>20</u>	<u>2</u>
			17	24	21

TOTAL HOURS REQUIRED FOR GRADUATION ..... 120



# Welding

**V 050     Diploma**

## SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
WLD	1141	Beginning Welding	5	15	10
MAT	1101	Fundamentals of Mathematics I	4	0	4
DFT	1104	Blueprint Reading: Mechanical	0	3	1
ENG	1101	Reading Improvement	<u>2</u>	<u>0</u>	<u>2</u>
			11	18	17
<b>Second Quarter</b>					
WLD	1142	Intermediate Welding	5	15	10
MAT	1102	Fundamentals of Mathematics II	4	0	4
DFT	1117	Blueprint Reading	0	3	1
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			12	18	18
<b>Third Quarter</b>					
WLD	1124	Pipe Welding	3	12	7
WLD	1123	Inert Gas Welding	1	3	2
WLD	1112	Mechanical Testing and Inspection	1	3	2
DFT	1118	Pattern Development and Sketching	0	3	1
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			8	21	15
<b>Fourth Quarter</b>					
WLD	1122	Commercial and Industrial Practices	3	9	6
WLD	1125	Certification Practices	3	6	5
MEC	1112	Machine Shop Processes	0	6	2
BUS	1105	Industrial Organizations	<u>3</u>	<u>0</u>	<u>3</u>
			9	21	16

TOTAL HOURS REQUIRED FOR GRADUATION ..... 66

## Certificate (Offered During Evening Only)

Course Title			Hours per Week		Quarter
			Class	Lab	Hours Credit
<b>First Quarter</b>					
WLD	1141A	Beginning Welding I	3	7	5
<b>Second Quarter</b>					
WLD	1141B	Beginning Welding I	2	8	5
<b>Third Quarter</b>					
WLD	1122	Commercial and Industrial Practices	3	9	6

TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 16



# COURSE DESCRIPTIONS

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## COURSE DESCRIPTIONS

The following is a listing of course descriptions arranged **alphabetically by prefix**. Each course description lists the three-letter alphabetical prefix followed by either three or four numbers. Courses with the four numbers are vocational level courses and are not designed for associate degree programs.

Following the prefix and the number is the course title. Titles that have Roman numerals (I, II, III, etc.) indicate series courses and indicate that I is prerequisite to II, II is prerequisite to III. Other course prerequisites will be listed at the end of the course description.

There are three numbers to the right of the course title. The first number indicates the credit hours for the course. The numbers in parentheses indicate the class and lab hours per week. When three numbers are shown in parentheses the third number relates to clinical hours.

		Credit (Class-Lab)
<b>AGR 0104</b>	<b>Introduction to Agricultural Economics</b>	<b>Credit 4 (3-2)</b>
	Introduction to economics, the functions of the economic system, and agriculture's role in the economy. A review of the functions of the manager and an introduction to the principles used in making decisions to adjust to changing conditions. Analysis of the main sources of change which affect agricultural firms.	
<b>AGR 0125</b>	<b>Animal Science</b>	<b>Credit 5 (3-4)</b>
	An introductory animal science course covering the fundamental principles of livestock production. A study of the animal body and the basic principles of reproduction, genetics, growth, fattening, and digestion along with the selection, feed improvement, processing, and marketing of livestock.	
<b>AGR 0145</b>	<b>Small Engine Repair</b>	<b>Credit 4 (3-2)</b>
	A course in the maintenance and overhaul of two and four cycle engines. Enrollees are taught to repair and replace defective parts of the small engines on lawn mowers, garden tractors, roto tillers, and other farm related machines. Instruction in safety is one of the major responsibilities of the course.	
<b>AGR 0170</b>	<b>Plant Science</b>	<b>Credit 5 (3-4)</b>
	An introductory general botany and crop science course covering the fundamental principles of the reproduction, growth, functions, and development of seed bearing plants with application to certain commercially important plants in North Carolina.	
<b>AGR 0185</b>	<b>Soil Science and Fertilizer</b>	<b>Credit 5 (3-4)</b>
	A course dealing with the basic principles of efficient classification, evaluation, and management of soils; care, cultivation and fertilization of the soil; and conservation of soil fertility.	
<b>AGR 0199</b>	<b>Cooperative Work Experience</b>	<b>Credit 4 (0-40)</b>
	This course consists of one quarter of supervised cooperative work experience of approximately 11 weeks at 40 hours each, or approximately 440 total hours awarding 4 quarter hours credit. The objective of this course is to provide the student with a real working practice in an environment which will be experienced after graduation and upon employment.	
<b>AGR 0201</b>	<b>Agricultural Chemicals</b>	<b>Credit 3 (3-0)</b>
	A study of agricultural chemicals — their importance, ingredients, formulation, and application with emphasis upon the effective and safe utilization of chemicals	



# COURSE DESCRIPTIONS

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in agricultural pest control. Major emphasis is placed upon weed identification and those chemicals utilized for weed control. Part of the course is devoted to those chemicals other than herbicides — such as insecticides, fungicides, and others.

- AGR 0204 Farm Business Management Credit 5 (3-4)**  
A review of the functions of the manager of a business firm and the problems faced. Development of the concept of planning by both partial and complete budgeting. Review of the concepts of and the length of run in production. Practice in preparing enterprise budgets as an aid in choosing what to produce. Use of partial budgeting to find the least cost production procedure. Analysis of production data to select the level of production that yields the most net revenue. Relationship between size, efficiency and income of a farm and review procedures for evaluating the efficiency of the manager.
- AGR 0205 Agricultural Marketing Credit 5 (3-4)**  
An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market structure and the relationship of local, terminal, wholesale, retail, and foreign markets. Problems in the operations of marketing firms — including buying and selling, processing, standardization and grading, risk taking and storage, financing, efficiency, and cooperation. Discussion of procedures of marketing such commodities as grain, cotton, livestock, and tobacco.
- AGR 0218 Agricultural Mechanization Credit 5 (3-4)**  
A study of farm machinery management and labor-saving devices. The economics of selection and operation of farm machinery will be studied. Study and evaluation of feed grinders and mixers, storage facilities, materials handling systems, and other labor-saving devices.
- AGR 0228 Livestock Diseases and Parasites Credit 5 (3-4)**  
A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis upon the cause, damage, symptoms, prevention, and treatment of parasites and diseases; management factors relating to disease and parasite prevention and control.
- AGR 1170 Plant Science Credit 4 (3-2)**  
An introductory general botany and plant science course covering the fundamental principles of the reproduction, growth, functions and development of seed bearing plants.
- AGR 1170A Plant Science — Part A Credit 2 (1-2)**  
Upon completion of this part, the student should be able to demonstrate a knowledge of the role of plants in the living world, the physical structure of different types of plants, naming conventions, plant genetics, and propagation techniques.
- AGR 1170B Plant Science — Part B Credit 2 (2-0)**  
Upon completion of this part, the student should be able to demonstrate a knowledge of photosynthesis, respiration, and translocation; soil and soil water management; climatic influences on plants, biological competitors, and harvest, preservation, transportation, storage and marketing of plants.  
Prerequisite: Part A or permission of program head.
- AGR 1185 Soil Science and Fertilizers Credit 4 (3-2)**  
A course dealing with the basic principles of efficient classification, evaluation and management of soils; care, cultivation and fertilization of the soil, and conservation of soil fertility.



- AGR 1185A Soil Science and Fertilizers — Part A Credit 2 (1-2)**  
Upon completion of this part, the student should be able to demonstrate a knowledge of the uses, origin, development, and physical properties of soil; soil water, irrigation, and drainage.
- AGR 0185B Soil Science and Fertilizers — Part B Credit 2 (2-0)**  
Upon completion of this part, the student should be able to demonstrate a knowledge of soil life, organic amendments, soil fertility, pH, salinity, soil sampling and testing, types of fertilizers.  
Prerequisite: Part A or permission of program head.
- AHR 0101 Air Conditioning and Refrigeration Credit 4 (3-2)**  
A general introduction to the principles of refrigeration, including the study of the assembly of the components and connections necessary in the mechanisms, methods of operation and control, and proper handling of refrigerants in charging the system. The use of testing equipment in diagnosing trouble, conducting efficiency tests, and general maintenance work is also included.
- AHR 1101 Automotive Air Conditioning Credit 4 (3-3)**  
General introduction to the principles of refrigeration: study of the assembly of the components and connections necessary in the mechanisms; the methods of operation and control; and the proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work.
- AIB 0200 Inside Commercial Banking Credit 4 (4-0)**  
A thorough analysis of commercial banking in the United States and the major issues facing today's bankers. This thought-provoking course focuses on the latest competitive, regulatory, technological, and market-related developments that have changed the nature of the commercial banking business.
- AIB 0201 Principles of Banking Credit 4 (4-0)**  
A sampling of topics found in the basic text includes: the history and evolution of banking; the documents and language of banking; the deposit, check processing, and collection functions; bank bookkeeping; loans and investments; trust services; specialized services to foreign traders, individuals and other banks; and bank regulation and examination. It also covers new trends gaining attention in banking circles in the areas of accounting, pricing and profitability, and the personnel and security functions of a bank.
- AIB 0203 Marketing for Bankers Credit 3 (3-0)**  
This course answers the question: What is marketing? It then looks at what motivates customers to purchase financial services and instructs how to develop a successful marketing plan. It shows how to integrate the public relations, advertising, sales promotion, selling, and service distribution functions at your bank. Content highlights are consumer motivation and buying behavior, marketing information and research, marketing management process, marketing and the wholesale side of banking, and public relations and communications.
- AIB 0205 Introduction to Commercial Lending Credit 3 (3-0)**  
This comprehensive treatment of commercial lending is designed for entry-level commercial loan officers, and anyone wanting to know more about the role of commercial lending in the banking industry and in the economy as a whole. After surveying the big picture, this course zeroes in on the basic analytical and technical topics. These include the characteristics of the business loan customer and the fundamentals of commercial loan portfolio management, legal and regulatory requirements, and overall management of the commercial lending function.



# COURSE DESCRIPTIONS

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- AIB 0206      Law and Banking: Principles      Credit 4 (4-0)**  
This course includes up-to-date summaries of law pertaining to contracts, real estate and bankruptcy. It also contains a complete chapter on the legal implications of consumer lending. A comprehensive glossary of legal terminology related to banking and commercial transactions is included.
- AIB 0207      Law and Banking: Applications      Credit 4 (4-0)**  
An introduction to laws pertaining to secured transactions, letters of credit and the bank collection process. It also discusses check losses and a broad range of legal issues related to processing checks. Contains up-to-date summaries of the laws related to collateral, perfection and default. Interesting case studies are used to illustrate important legal points related to banking practices.
- AIB 0209      Consumer Lending      Credit 3 (3-0)**  
Consumer lending is designed to give you a better understanding of consumer credit operations. It provides a thorough treatment of this high-profile bank function. Areas covered include: surveys, credit risk evaluations, setting policy, handling the loan from application through documentation and closing, servicing and collection, compliance methods, portfolio management, and marketing.
- AIB 0210      Money and Banking      Credit 4 (4-0)**  
A fundamental but scholarly treatment of bankers' stock in trade: money and how it functions in the U.S. and world economics. Includes an introduction to the concept of money supply and the role of banks as money creators and as participants in the nation's payments mechanism. Examines the complex topics of the types of financial institutions and how they operate, the workings of monetary and fiscal policy and how it is implemented; the functions and powers of the Federal Reserve; monetary theory; the ways in which the banking system is used to implement national policy goals and the mechanisms of international banking.
- AIB 0215      Accounting Principles I      Credit 6 (6-0)**  
This course emphasizes modern practices of accounting procedures, and includes coverage of the latest accounting principles set by the Financial Accounting Standards Board. Course highlights include: the accounting environment, processing accounting information, the accounting cycle, accounting systems and special journals, assets and liabilities, control of cash, payroll accounting, and accounting theory and partnerships.
- AIB 0216      Accounting Principles II      Credit 6 (6-0)**  
This course delves into policy analysis and management, with emphasis on detailed accounting functions and procedures. Content highlights include: corporate accounting, bond and stock investment, analysis and interpretation of financial statements, responsibility accounting and budgeting.
- AIB 0220      Fundamentals of Bank Data Processing      Credit 5 (5-0)**  
Comprehensively covers the popular topic of data processing applications to banking and it presents the material in a nontechnical style. Developed with non-data processing personnel in mind. The program also discusses current industry trends in automation such as mini-computers, word processing, and EFTS.
- AIB 0222      Deposit Operations      Credit 4 (4-0)**  
A comprehensive treatment of where the U.S. payments system stands now and where it is headed. This course examines bank deposit-taking activities, considers how banks manage deposited funds, and explores the shift in the U.S. payments mechanism to electronic funds and what this shift means for banks in the future.



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- AIB 0223      BankSim      Credit 4 (4-0)**  
Through BankSim's sophisticated computer model, participants manage a \$500 million commercial bank in competition with other banks in their community. The BankSim model has expanded the number of variable-rate loans available and now includes variable-rate savings certificates and financial futures. It also contains new information about "gap" management-determining rate sensitivity and the liquidity of a bank's assets and liabilities during a given period.
- AIB 0224      Financial Planning for Bankers      Credit 4 (4-0)**  
This course will give a general appreciation of the financial planning process and its applications. Part I of the text is a collection of eight separately authored chapters, which, when taken together, give an overview of financial planning concepts and issues. Part 2 contains twelve modules that show how to apply financial planning concepts to personal financial decisions, both at home and on the job.
- AIB 0225      Analyzing Financial Statements      Credit 3 (3-0)**  
Teaches the basic skills of financial statement analysis to the prospective bank lender/credit analyst who is already familiar with fundamental accounting procedures and practices. The course is a practical means of discovering how financial data are generated and their limitations; techniques for analyzing the flow of a business's funds; and methods for selecting and interpreting financial ratios. It also presents analytical tools for predicting and testing assumptions about a firm's future performance.
- AIB 0226      Special Topics      Credit 3 (3-0)**  
A specialized course related to the Banking and Finance curriculum in which topics are selected according to the interests of the student and instructor, depending on the technology of the market and industry.
- ART 0101      Art Appreciation      Credit 3 (3-0)**  
This introductory course in art enables the student to understand what constitutes a work of art; to analyze the roles of subject, meaning, content, style, medium, and technique in art; and to establish intellectual relationships between art and man in a given cultural environment.
- ART 0125      Fundamentals of Art and Design      Credit 3 (2-2)**  
Includes fashion drawing, the study of color, line, design and motifs to develop ability to recognize style, detail, and trends.
- AUT 1111      Automotive Body Repair      Credit 10 (6-12)**  
Basic principles of automobile construction, design and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas.
- AUT 1111A      Automotive Body Repair-A      Credit 5 (3-6)**  
Basic principles of automobile construction, design and manufacturing. A thorough study of angles, crown, and forming of steel into complex contour of the present day vehicles. The student begins to apply the basic principles of straightening, aligning, and painting of damaged areas.
- AUT 1111B      Automotive Body Repair-B      Credit 5 (3-6)**  
Review of AUT 1111A. The student finishes the application of the basic principles of straightening, aligning, and painting of damaged areas.
- AUT 1112      Automotive Body Repair      Credit 10 (6-12)**  
A thorough study of the requirements for a metal worker, including the use of



# COURSE DESCRIPTIONS

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essential tools, forming fender flanges and bends, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders, metal working and painting.

**AUT 1112A Automotive Body Repair-A Credit 5 (3-6)**

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and bends, and straightening typical auto body damage.

**AUT 1112B Automotive Body Repair-B Credit 5 (3-6)**

Review of AUT 1112A. The student begins to acquire skills such as shaping angles, crowns, and contour of the metal of the body and fenders, metal working and painting.

**AUT 1113 Metal Finishing and Painting Credit 10 (6-12)**

Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting; straightening of doors, hoods, and deck lids; fitting and aligning; painting fenders and panels, spot repairs; complete vehicle painting; and the use and application of power tools.

**AUT 1113A Metal Finishing and Painting-A Credit 5 (3-6)**

Developing the skill of shrinking stretched metal; soldering and leading; preparing the metal for painting; and straightening of doors, hoods, and deck lids.

**AUT 1113B Metal Finishing and Painting-B Credit 5 (3-6)**

Fitting and aligning the parts to each other, painting fenders, panels and spot repair; complete vehicle painting; and the use and application of power tools.

**AUT 1114 Body Shop Application Credit 14 (8-18)**

General introduction and instruction in the automotive frame and front-end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.

**AUT 1114A Body Shop Application-A Credit 5 (3-6)**

General introduction and instruction in the automobile frame and front-end suspension systems; the methods of operation and control; and the safety of the vehicle.

**AUT 1114B Body Shop Application-B Credit 5 (3-6)**

Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training.

**AUT 1114C Body Shop Application-C Credit 4 (2-6)**

The writing of repair orders, purchasing parts, estimating damage, and developing the final settlement with the adjuster.

**AUT 1115 Trim and Glass installation Credit 2 (1-3)**

Methods of removing and installing interior trim; removing and installing headlinings and door trim panels; painting of trim parts and accessories; and glass removal, cutting, fitting, and installation.

**AUT 1123 Automotive Brakes, Chassis and Suspension Systems Credit 7 (4-9)**

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis on how they operate, power adjustment, and repair. Principles and functions of the components of the automotive chassis. Practical



job instruction in adjusting and repairing of suspension and steering systems. Units to be studied: shock absorbers, springs, steering systems, steering linkage, and front end alignment.

**AUT 1124      Automotive Power Train Systems      Credit 4 (2-6)**

Principles and functions of automotive power-train systems: clutches and transmission gears, drive-shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

**AUT 1125      Automotive Servicing I      Credit 8 (4-12)**

Emphasis is on the shop procedures necessary in "trouble shooting" the various component systems of the automobile. "Trouble shooting" of automotive systems provides a full range of experiences in testing, adjusting, repairing and replacing components. A close simulation to an actual automotive shop situation will be maintained.

**AUT 1128      Automatic Transmission      Credit 6 (3-9)**

The automobile has rapidly progressed during the past 20 years and the automatic transmission has taken the place of the dominant form of power transmission in the car. The automatic transmission is studied in detail and lab work is performed on the various types of transmissions, both domestic and imported. Diagnosing and repairing malfunctions in the transmission by factory-approved methods and safe procedures are stressed.

**AUT 1130      Machine Shop Operation      Credit 2 (1-3)**

Many operations performed on the various parts of the automobile are performed in specialty shops. This course is designed to acquaint the student with the various machine-shop operations. Some of the more numerous machinist operations include: boring, resurfacing, line-boring, crankshaft, and camshaft grinding, reaming and sizing and valve guide replacement. In this course the emphasis is placed on the simulation of these operations rather than actual hands-on operation.

**BIO 0100      Anatomy and Physiology      Credit 5 (4-2)**

A course, primarily for Biomedical students, dealing with normal structure and related functioning of all systems of the human body. The human body is studied in its entirety in an effort to understand coordination of all systems to maintain the need for homeostasis. Included are the Integumentary, Skeletal, Muscular, Nervous, Digestive, Circulatory, Respiratory, Urinary, and Reproductive Systems. Laboratory work is designed to aid in the competency of the entire course.

Prerequisite: High School Biology

**BIO 0101      Anatomy and Physiology I      Credit 5 (4-2)**

A course dealing with normal structure and related functioning of the skeletal, muscular, digestive, nervous, integumentary, and special senses systems of the human body. The human body is studied in an effort to understand the coordination of all systems to maintain the need for homeostasis. X-ray films, palpations, cross-sectional sections of the human body, models, torsos, preserved human organs and dissections are urged during laboratory class work in order to aid comprehension.

Prerequisites: High School Biology or acceptance into an Allied Health curriculum.

**BIO 0102      Anatomy and Physiology II      Credit 5 (4-2)**

A continuation of BIO 0101 dealing with normal structure and related functioning of the circulatory, respiratory, urinary, reproductive and endocrine systems of the human body. An understanding of the basic facts of human anatomy and physiology which are particularly useful for an Allied Health program. The laboratory work includes the study of X-ray films, palpations, preserved human organs, cross-sectional sections of the human body, models, torsos, and dissections. One on one dissections are utilized to enhance competence of the subject.



# COURSE DESCRIPTIONS

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- BIO 0103      Cardiopulmonary Anatomy and Physiology      Credit 4 (2-4-0)**  
This course provides a concise study of the cardiac and pulmonary anatomy and physiology. Emphasis is placed on the areas of acid-base balance, ventilation-perfusion relationships, the mechanics and control of respiration. An introduction of ECG analysis is also included.  
Prerequisites: BIO 0101, ENG 0101, RTH 0201, MAT 0105
- BIO 0104      Human Anatomy & Physiology/  
Medical Terminology      Credit 3 (2-2)**  
A basic course providing an opportunity for the students to gain an understanding for the basic facts of human anatomy and physiology which are particularly useful for BioMedical Electronic Engineer Students. Emphasis is placed on the Integumentary, Skeletal, Muscular, Nervous, and Digestive systems. Laboratory experiences provide dissection of the cat and study of actual human specimens illustrative of these systems. The laboratory experience also includes a living portion in which students in pairs observe and palpate prominent and significant features of the human body. The study is made more interesting and alive by the identification of the body parts from radiographs as well as the medical terms for the above systems.
- BIO 0105      Human Anatomy & Physiology/  
Medical Terminology      Credit 3 (2-2)**  
A basic course providing an opportunity for the student to gain an understanding of the basic facts of human anatomy and physiology which are particularly useful for the BioMedical Engineering Students. Emphasis is placed on the Circulatory, Respiratory, Urinary, Reproductive, Special Senses, and Endocrine systems. Laboratory experiences provide dissection of the cat and study of actual human specimens illustrative of these systems. The laboratory experience also includes a living portion in which students in pairs observe and palpate prominent and significant features of the human body. The study is made more interesting and alive by the identification of the body parts from radiographs as well as the medical terms for the above system. Prior to completion of the course, if convenient, the instructor will take the students to the Bowman Gray School of Medicine Anatomy Department, for the dissection of a human cadaver.
- BIO 0106      Human Structure & Function I      Credit 5 (3-4)**  
This course emphasizes the structure and function of the human cell, tissues, integument, skeletal and muscular systems and introduces the nervous system. Topics include cell structure, function, support and movement of the human body, nerve tissue classification, and spinal cord anatomy. Upon completion, students will be able to apply their knowledge of cell biology and maintenance and support systems to the human body. The course includes laboratory studies as they relate to classroom instruction. Topics include microscopic examinations of cells and tissues, skeletal and muscular anatomy, and an introduction to the nervous system. Upon completion, students will be able to recognize human cells and tissue types, identify bones, muscles, and parts of the spinal cord.  
Prerequisite: High School Biology or equivalent
- BIO 0107      Human Structure & Function II      Credit 5 (3-4)**  
This course includes nervous, cardiovascular, lymphatic, respiratory, digestive, reproductive, urinary, and endocrine system anatomy. Topics include the brain, autonomic nervous system, heart and blood vessels, assimilation of foods, endocrinology, excretion of wastes, and reproduction. Upon completion, students will be able to apply their understanding of these systems to the control and maintenance of the human body. Topics in the laboratory portion include the brain and cranial nerves, cardiovascular anatomy, the special senses, and respiratory, digestive, urinary, and endocrine anatomy. Upon completion, students will be able to apply their understanding of these systems to the maintenance and control of the human body.  
Prerequisite: BIO 0103      Corequisite: BIO 0106



- BIO 0108      Anatomy and Physiology I      Credit 4 (4-0)**  
(Lecture Portion only of BIO 0101) A course dealing with normal structure and related functioning of the skeletal, muscular, digestive, nervous, integumentary and special senses systems of the human body. The human body is studied in an effort to understand the coordination of all systems to maintain the need for homeostasis.
- BIO 0110      Local Flora      Credit 3 (3-0)**  
An introductory course in the field identification of native plants and wild flowers. Will include various fieldtrips.
- BIO 0111      Wildlife Science      Credit 3 (3-0)**  
An introduction to wildlife biology. Topics include the interaction between wildlife and man, the manipulation of wildlife habitat, characteristics of wildlife populations, and the life cycles and management of selected wildlife species. Field trips to various management areas and talks by wildlife managers are included.
- BIO 0175      Anatomy and Physiology Review for Allied Health      Credit 3 (3-0)**  
Students will review all systems of the human body with emphasis on those relevant to the students enrolled in the course. The class will be organized to the needs of the students. Laboratory exercises will be developed to aid students in retention of Anatomy and Physiology Principles.
- BIO 0203      Advanced Physiology      Credit 3 (3-0)**  
Designed to provide the Associate Degree student with an understanding of the various physiological processes characteristic of living organisms. The functioning of the individual organ systems with the focus on interrelationships between organ systems in the maintenance of homeostasis and other selected topics in vertebrate physiology. Characteristics of muscles, electrical properties of nerve conduction, reflex function, blood and circulation, respiration and kidney function will be included. Not required for PN candidates.  
Prerequisite: BIO 0102
- BIO 0204      Microbiology      Credit 4 (3-2)**  
An introduction to microorganisms including viruses, rickettsia, bacteria, fungi, and protozoa. Emphases are medical and nursing oriented providing basic principles of microbiology, immunology and various methods of control as related to pathogenic organisms. Selected laboratory assignments provide for demonstration of this principle.  
Prerequisites: BIO 0101 & BIO 0102 or Instructor/Program Head approval.
- BIO 0205      General Pathology      Credit 3 (3-0)**  
This course is designed to introduce the student to the study of disease processes in the human body. Emphasis will be placed upon the cause, pathogenesis, occurrence and prognosis of common human diseases.  
Prerequisite: BIO 0101, BIO 0102
- BIO 0210      Ecology      Credit 3 (3-0)**  
Interrelationships of organisms and their environment. Includes various field trips to areas of unique ecological significance. Outdoor living skills will be taught along with an appreciation and understanding of the ecological interactions of the area.
- BIO 0300      Cardiopulmonary Resuscitation      Credit 1 (1-0)**  
Teaches and develops skills in the life-saving procedure of Cardiopulmonary Resuscitation. Practical application with appropriate equipment is used extensively. Upon successful completion of this course, persons will be certified in CPR.



# COURSE DESCRIPTIONS

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- BIO 0301      Multimedia First Aid and CPR      Credit 1 (1-0)**  
Basic first-aid class as approved by the American Red Cross. Makes use of lecture, films, and hands-on activities. CPR is taught according to the American Heart Association.
- BMT 0101      BMET at Work: Introduction to the Hospital and Industry      Credit 2 (2-0)**  
An introduction to the field of Biomedical Equipment Technology. The student will be introduced to the organization and structure of the various medical facilities, the role of the BMET, the variety and functions of medical equipment. Consideration will be given to organizations affecting the BMET's work and literature related to the field. Visitations will be made to medical facilities to observe the BMET at work.
- BMT 0163      Laboratory Practices      Credit 2 (1-0-3)**  
The objective of this course is to develop skills in the use of the various hand tools used by the technician. The student is trained to observe safety precautions, use hand tools properly and safely, prepare and solder wire, components, and devices. The student is expected to construct a chassis for an electronic system, use fasteners, tubing and terminals where appropriate, using proper construction techniques, and produce a working system using printed circuit construction techniques.
- BMT 0201      Internship      Credit 2 (0-24)**  
The student is placed in a medical facility or industry for an eleven-week period and works under the direct supervision of a qualified BMET or Clinical Engineer. During the internship the student is exposed to the variety of responsibilities required in the profession.
- BMT 0202      Seminar      Credit 1 (1-0)**  
Designed in conjunction with the internship to afford students the opportunity to share their work experiences and to discuss with the instructor problems encountered in this experience. Attention is also given to developing positive attitudes toward the work environment and human relationships.
- BMT 0224      Digital Electronics - BMT      Credit 5 (2-6)**  
An intensive exploration of the fundamentals of digital electronics. Students investigate the techniques, semiconductor devices, and integrated circuits used to implement the basic digital logic circuits. A discussion of Boolean Algebra and its relation to digital logic will also be presented.
- BMT 0225      Microprocessors BMT      Credit 4 (2-4)**  
Modern medical equipment necessitates an understanding of the fundamentals of microprocessors. This course is designed to provide an introduction to a complete computing system. Number systems and codes, computer arithmetic and an introduction to programming are emphasized.  
Prerequisite: BMT 0224
- BMT 0234      Introduction to Medical Instrumentation      Credit 3 (2-3)**  
This course will introduce the student to the basic building blocks of medical instrumentation and will extend his knowledge into the operation of biomedical instruments through the introduction of common electrical circuitry of these instruments. Common electronic circuits will be pointed out and illustrated circuits such as differential amplifiers, operational amplifiers, voltage level detectors and other systems will be the basis of this source of inquiry. Other important aspects of biomedical systems will be covered as time permits.
- BMT 0244      Medical Instrumentation I      Credit 5 (3-4)**  
This course will extend the student's knowledge of the operation of several



biomedical instruments by continuing to build on the instruction from Introduction to Medical Instrumentation and looking at particular segments of medical instrumentation such as cardiac monitoring, electrocardiographs, electroencephalographs, defibrillators, procedures for maintaining, repairing, and calibrating this equipment will be learned. Each piece of equipment will be broken down into its major components, dismantled, reassembled and adjusted so that the equipment operates within the tolerances specified by the manufacturer. In addition, all aspects of electrical safety concerning the use of this equipment will be covered within this segment.

**BMT 0248      Laser Fundamentals      Credit 2 (1-2)**

A fundamental study of how laser light is produced, contained, and used. Basic theory of different wavelengths of light, their properties, characteristics, etc. will be introduced. Lasers of different wavelengths will be discussed with special emphasis as to their effect on human tissue. Also included will be delivery systems with special emphasis on fiber optics, lenses, and filters. Safety guidelines presented will come from ANSI standards, including class I, II, III, and IV lasers.

**BMT 0249      Medical Laser Equipment      Credit 3 (2-2)**

A study of laser instrumentation pertaining to the field of medicine. Different types of lasers, including helium-neon, argo, CO<sub>2</sub>, dye, excimer, and Neodymium. YAG will be studied. Special emphasis will be placed on wavelengths, methods of producing laser light, and reactions of different types of laser with human tissue. ANSI safety standards will be discussed as well as special safety factors pertaining to laser use in the hospital. A field trip to a hospital to observe a laser surgery will be taken as a part of the course, contingent upon a suitable available case and hospital/physician permission.

**BMT 0254      Medical Instrumentation II      Credit 5 (3-4)**

This course is designed to provide the technician with the further understanding of instruments not covered in the Introduction to Medical Instrumentation or Instrumentation I. Procedures for maintaining, repairing and calibrating this equipment will also be learned and each piece of equipment will be broken down into its major components, dismantled, reassembled, and adjusted so that the equipment operates within the tolerances specified by the manufacturer. All aspects of electrical safety on this equipment will also be covered during the course of instrumentation.

Prerequisite: BMT 0244

**BMT 0264      Biomedical Troubleshooting Techniques      Credit 5 (3-4)**

Basic problems involving tracking down and identifying problems frequently encountered with the various types of medical instrumentation are to be covered in this course. Much of the time will be spent in developing thelogical troubleshooting techniques such as backtracking and half split rule. Clinical monitoring devices and other equipment will be used for the laboratory exercise. Mechanical as well as electronic problems will be considered.

**BMT 0271      Biomedical Equipment: Selection and Design      Credit 2 (1-2)**

Students will be required to research, propose and carry to completion a suitable biomedical equipment selection project. Other aspects of the course will include a study of the basic concepts of what is considered to be equipment design of high quality. Some aspects to be considered will be the equipment design which provides for ease of service. Other aspects to be considered will be component location, chassis strength, operations simplicity, repair accessibility as well as equipment aesthetics. The study of manuals provided by manufacturers and the various schematic drawings will also be included.

**BMT 0280      X-Ray Equipment I      Credit 5 (3-4)**

An introduction to radiation producing equipment, ultrasound and nuclear scan-



# COURSE DESCRIPTIONS

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ners. Emphasis is placed on maintaining, repairing and adjusting this equipment to assure that the equipment operates within the tolerance specified by the manufacturer.

Prerequisite: PHY 0243

**BMT 0281      X-Ray Equipment II      Credit 5 (3-4)**

Principles learned in X-Ray I are applied to the analyses of actual specific x-ray equipment. Equipment theory is covered in detail and attention is given to troubleshooting and servicing techniques. Diagnostic nuclear-medicine equipment is also covered in this course.

Prerequisite: BMT 0281

**BUS 0100      Keyboarding      Credit 2 (1-2)**

The objective of this course is to develop touch keyboarding skills for all alphabetic, punctuation, and number keys on the standard keyboard. In addition, instruction is provided for the ten-key numeric pad and in formatting personalized business letters and memorandums.

**BUS 0101      Introduction to Business      Credit 3 (3-0)**

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

**BUS 0115      Business Law I      Credit 3 (3-0)**

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, sales, and bailments.

**BUS 0116      Business Law II      Credit 3 (3-0)**

Includes the study of laws pertaining to commercial paper, agency, partnerships, corporations, and property rights.

**BUS 0117      Consumer Law      Credit 3 (3-0)**

This course provides a personal approach to law designed for the lay person. Material deals with the daily problems confronting citizens such as court procedures, family relationships, contracts, property law, fair credit reporting, Privacy Act, business relationships, and consumer rights.

**BUS 0120      Accounting I      Credit 6 (6-0)**

A study of the principles and techniques of accounting centered around collecting, summarizing, and reporting information about service and mercantile enterprises.

**BUS 0120A      Accounting I — Part A      Credit 3 (3-0)**

An introductory course which acquaints the student with the accounting terminology, basic principles, and techniques used in recording transactions for a business. The accounting cycle and financial statement preparation is emphasized.

**BUS 0120B      Accounting I — Part B      Credit 3 (3-0)**

Continuation of BUS 0120A. Analysis of special journals and papers used in a small business is emphasized.

**BUS 0121      Accounting II      Credit 6 (6-0)**

Principles, techniques and tools of accounting are applied to the partnership form of business, with emphasis placed on the special journals and reports used by a partnership. This course also includes a more in-depth look at some of the concepts introduced in BUS 0120.

Prerequisite: BUS 0120

**BUS 0121A      Accounting II — Part A      Credit 3 (3-0)**

A continuation of the introductory course which acquaints the student with the



- accounting terminology, basic principles and techniques used in recording transactions for a business. Contrasts and compares accounting systems of proprietorships, partnerships and corporate businesses.
- BUS 0121B    Accounting II — Part B    Credit 3 (3-0)**  
Continuation of BUS 0121A. Includes a more in-depth look at some of the concepts introduced in BUS 0120.
- BUS 0122    Accounting III    Credit 6 (6-0)**  
Principles, techniques, and tools of accounting are applied to the corporate form of business, with emphasis on the special journals and reports used by a corporation. This course also includes a more in-depth look at some of the concepts introduced in BUS 0120.  
Prerequisites: BUS 0120 and 0121
- BUS 0122A    Accounting III — Part A    Credit 3 (3-0)**  
A continuation of the introductory course which acquaints the student with the accounting terminology, basic principles and techniques used in recording transactions for a business. Interpretation and use of accounting data for management decisions, financial statement analysis, cash flow analysis, budgetary and costing systems analysis is emphasized.
- BUS 0122B    Accounting III — Part B    Credit 3 (3-0)**  
Continuation of BUS 0122A. Practical applications of the principles learned are made by solving problems using those principles. Includes a more in-depth look at some of the concepts introduced in BUS 0120.
- BUS 0125    Principles of Financial Management I    Credit 3 (3-0)**  
Includes a study of the financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.
- BUS 0126    Principles of Financial Management II    Credit 3 (3-0)**  
Financing federal, state and local governments and the ensuing effects upon the economy. Factors affecting supply funds, monetary and credit policies.  
Prerequisite: BUS 0123
- BUS 0130    Microcomputer Accounting    Credit 3 (2-2)**  
A study in the use of the microcomputer to record transactions in the general ledger system; maintain an up-to-date file of customer accounts receivable; maintain file on creditor accounts payable; maintain payroll system; prepare depreciation schedules; and preparation of financial statement analysis.  
Prerequisite: BUS 0121
- BUS 0150    Introduction to Advertising    Credit 3 (3-0)**  
A survey of the field of advertising with emphasis on media, consumer behavior, market research, and the coordination of a total advertising campaign.
- BUS 0183    Vocabulary    Credit 3 (3-0)**  
Designed to build vocabulary in both speaking and reading. Such general listings as medical, legal, and realty terms are covered. Emphasis is also placed on being able to identify names of people and places in order to build comprehension while reading newspapers and news magazines. Vocabulary study is required for secretarial students, but is open to enrollees in all curriculums.
- BUS 0190    Job Application and Interview    Credit 1 (1-0)**  
A mini course which covers such information as selling yourself, discovering opportunities, the personal interview, the application form, application letters, and resume preparation.



# COURSE DESCRIPTIONS

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- BUS 0192    Electronic Typewriting    Credit 1 (1-0)**  
A mini course which teaches the capabilities of electronic typewriting while reviewing the rules of correspondence, reports, and table typing. Must have keyboard knowledge.
- BUS 0193    Community Banks and Services    Credit 1 (1-0)**  
A mini course which surveys the functions and services of a commercial bank. Areas covered include savings and demand deposits, trusts, investment counseling, safe deposit boxes, IRA's, Certificates of Deposit, variable-rate loans, fixed-rate loans, student-loan services, mortgages, and revolving credit products.
- BUS 0194    Stock Market Fundamentals and Investments    Credit 1 (1-0)**  
A mini course which will analyze the major and regional stock markets with emphasis on individual investments for financial security.
- BUS 0219    Credit Procedures and Problems    Credit 3 (3-0)**  
Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included.
- BUS 0220    Personal Development    Credit 3 (3-0)**  
Designed to give the student expert knowledge of make-up, hair care, posture, figure control, and fashion, and to make the necessary changes in appearance so as to achieve the modern career look.
- BUS 0222    Intermediate Accounting I    Credit 5 (4-2)**  
A comprehensive study of accounting principles introduced in earlier courses with special emphasis placed on the preparation of financial statements, cash and temporary investments, receivables and inventories.  
Prerequisite: BUS 0122
- BUS 0222A    Intermediate Accounting I — Part A    Credit 3 (2-2)**  
A comprehensive study of financial accounting principles. Special emphasis is placed on the income statement, balance sheet and inventory valuation.
- BUS 0222B    Intermediate Accounting I — Part B    Credit 2 (2-0)**  
Continuation of BUS 0222A including cash and temporary investments, receivable and inventories.
- BUS 0223    Intermediate Accounting II    Credit 5 (4-2)**  
A comprehensive study of accounting principles introduced in earlier courses with special emphasis placed on long-lived assets, intangible assets, liabilities, owners equity accounts, and special accounting problems.  
Prerequisite: BUS 0222
- BUS 0223A    Intermediate Accounting II — Part A    Credit 3 (2-2)**  
A continuation of the study of financial accounting principles. Special emphasis is placed on long-lived assets, intangible assets and liabilities.
- BUS 0223B    Intermediate Accounting II — Part B    Credit 2 (2-0)**  
Continuation of BUS 0223A. Topics to be covered include owners equity accounts and special accounting problems.
- BUS 0225    Cost Accounting I    Credit 5 (5-0)**  
A study of the nature and purpose of cost accounting with emphasis on accounting for direct labor, materials, factory overhead, and the job order system of cost accounting.  
Prerequisite: BUS 0121



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- BUS 0229     Income Taxes     Credit 6 (6-0)**  
A study of federal income taxes with emphasis on the preparation of individual tax returns. A detailed study of form 1040 and supporting schedules is stressed.
- BUS 0229A     Income Taxes — Part A     Credit 3 (3-0)**  
A study of federal income taxes with emphasis on the preparation of tax returns.
- BUS 0229B     Income Taxes — Part B     Credit 3 (3-0)**  
Continuation of BUS 0229A. A detailed study of form 1040 and supporting schedules is stressed. Current law changes are emphasized.
- BUS 0232     Sales Development     Credit 3 (3-0)**  
A study of the sales process including mastering and applying the fundamentals of selling, product knowledge, consumer attitudes and motivation.
- BUS 0233     Personnel Management     Credit 3 (3-0)**  
Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.
- BUS 0235     Business Management     Credit 3 (3-0)**  
A detailed analysis of planning, organizing, directing, and controlling from a middle management point of view.
- BUS 0239     Marketing     Credit 6 (6-0)**  
A general survey of the field of marketing with emphasis on marketing institutions, promotion, pricing, marketing channels, and market research.
- BUS 0244     Purchasing     Credit 3 (3-0)**  
A study in ordering form and procedure to obtain specified items and quantities of items on schedule at lowest cost consistent with quantity requirements.
- BUS 0245     Retailing     Credit 3 (3-0)**  
The focus is on the operational problems of retailing centered around organization, location, buying, selling, promotion, service, and merchandise handling.
- BUS 0247     Fundamentals of Risk and Insurance     Credit 3 (3-0)**  
Designed to help the student understand the nature of risk, the need for insurance, and the basic features of some of the more common insurance policies.
- BUS 0250     Payroll Accounting     Credit 3 (3-0)**  
A comprehensive study of accounting principles as applied to payroll records with particular emphasis placed on payroll computations, payroll taxes, and state and federal reports.  
Prerequisites: BUS 0120
- BUS 0251     Fundamentals of Real Estate     Credit 6 (6-0)**  
This course consists of instruction in fundamental real estate principles and practices, including real estate law, financing, brokerage, closing, valuation, management, and taxation. Also included is instruction on residential building construction, land use, the real estate market, and the North Carolina Real Estate License Law and Rules/Regulations of the North Carolina Real Estate Licensing Board.
- BUS 0252     Real Estate Law     Credit 3 (3-0)**  
This course consists of advanced-level instruction in real property ownership and interests, transfer of title to real property, land use controls, real estate brokerage and the law of agency, real estate contracts, landlord and tenant law, mortgages/deeds of trust, property insurance, federal income taxation of real estate, the N.C. Real Estate License Law, Rules/Regulations of the N.C. Real Estate Licensing Board, and the Licensing Board's "Trust Account Guidelines."



# COURSE DESCRIPTIONS

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- BUS 0253      Real Estate Finance      Credit 3 (3-0)**  
This course consists of advanced-level instruction on the major aspects of financing real estate transactions, including sources of mortgage funds, the secondary mortgage market, financing instruments, types of mortgage loans, underwriting mortgage loans, consumer legislation affecting real estate financing, real property valuation, closing real estate sales transactions, and finance mathematics.
- BUS 0254      Appraising the Single Family Residence      Credit 3 (3-0)**  
This course encompasses the fundamentals of single family Real Estate Appraisal. The three basic methods: cost approach, market approach and income approach are thoroughly reviewed and applied through practical exercises. The course also involves field trips to the Stanly County Tax Department, Mapping Department, Register of Deeds, and the Clerk of Court in order to acquaint students with the research and analysis required for the single family residence appraisal.
- BUS 0255      Real Estate Brokerage Operations      Credit 3 (3-0)**  
This course consists of basic instruction in the various aspects of real estate brokerage operations, including establishing a brokerage firm, management concepts and practices, personnel and training, marketing operations, records and bookkeeping systems (including trust account bookkeeping), and financial operations.
- BUS 0268      Principles of Banking      Credit 3 (3-0)**  
The foundation of most other American Institute of Banking courses, this course looks at nearly every aspect of banking. Providing a comprehensive introduction to the diversified services offered by the banking industry today, it is essential for most new banking personnel. The revised course includes new material on bank accounting, pricing, and profitability; and expands the discussion on the personnel and security functions of the bank.
- BUS 0269      Auditing      Credit 5 (5-0)**  
An analysis of accounting control systems and the independent auditor's examination of the system and other evidence as a basis for expressing an opinion on financial statements.  
Prerequisite: BUS 0122
- BUS 0271      Office Management      Credit 3 (3-0)**  
A study of the fundamental principles of office management with emphasis on office automation, planning, controlling, organizing and solving office problems.
- BUS 0272      Principles of Supervision      Credit 3 (3-0)**  
Introduces the basic responsibilities and duties of the supervisor's relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.
- BUS 0280      Small Business Management      Credit 3 (3-0)**  
A study of how to start, staff, and finance a new business, as well as how to develop profit planning and adequate accounting records. Case studies are used to bring out some of the potential problems of operating a small business.
- BUS 0281      Managing Conflict in Business and Industry      Credit 3 (3-0)**  
Emphasis is placed upon understanding the nature of conflict in business and industry and identify ways to deal with stress and conflict in the work setting. Methods and techniques will be employed to creatively manage employee conflicts as well as to channel destructive feelings and emotions into positive outlets. Simulation, role playing, lecture, and active class discussion will be the instructional method.



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- BUS 0299      Business Decisions      Credit 3 (3-0)**  
A comprehensive analysis of decision making from a total organizations point of view. An investigation of decision tools, along with the use of case analysis and simulation games to develop decision making skills.  
Prerequisites: BUS 0101, ECO 0104, BUS 0122, BUS 0124, and BUS 0239
- BUS 0400      Executive Management for Women      Credit 3 (3-0)**  
This course affords insights and procedures which promote upward mobility for women in business careers who wish to become more knowledgeable, more effective, and better prepared to face the obstacles which stand in the path of successful management careers in modern corporations.
- BUS 1103      Small Business Operation      Credit 3 (3-0)**  
A study of starting and financing a small service type of business and also an introduction to financial record keeping, payroll forms, taxes, business law, and types of business organizations.
- BUS 1104      Cosmetic Sales and Marketing      Credit 3 (3-0)**  
Covers the principles of salesmanship and their application to creative and effective techniques for selling fashion products, by means of role playing various selling situations.
- BUS 1105      Industrial Operations      Credit 3 (3-0)**  
Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.
- BUS 1106      Salon Management      Credit 3 (3-0)**  
In addition to technical and artistic skills, the successful cosmetologist must have sound business know-how, including an understanding of management techniques, how credit works, how to control labor costs, taxes, rent, inventory, and much more. In this course all of the above topics will be addressed as well as basic forms of business ownership, good salon site and building requirements, how to figure affordable rent, negotiating a lease, purchasing an existing salon, and insurance needs. Particular emphasis is placed on the importance of client relationships, salon layout, establishing a good retail display and sales presentation.
- BUS 1195      Small Business Operations      Credit 3 (3-0)**  
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering business, and employer-employee relations.
- BUS 1204      Medical Transcription      Credit 3 (2-2)**  
An introduction to typing medical forms and machine transcription. Designed to help the Medical Assistant develop accuracy and skill in spelling, punctuation, transcribing, and typing medical histories and forms. Skills will be taught on the electronic typewriter, as well as by computer. Upon completion of this course, students will have developed the accuracy, speed, and vocabulary that will enable them to meet the transcription requirements of professional health care agencies.  
Prerequisites: BUS 1100 and MOA 1103
- CAD 0201      Introduction to Computer-Aided Design      Credit 4 (2-6)**  
The introductory CAD course includes a description of computer-aided design systems, advantages, applications, and operational skills with emphasis on construction geometry and developing a data base. Competencies include: 1) inputting geometric data via keyboard, digitizer, and menu with stylus; 2) editing, filing, retrieving, and screen controls such as zooming, mirroring, rotating, and layering, 3) outputting data for plotting and printing.



# COURSE DESCRIPTIONS

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- CAD 0202 Mechanical Design Applications Credit 4 (2-6)**  
Instruction emphasizes skill development in two and three dimensional mechanical design applications using interactive computer graphics. Topics covered include 2-D and 3-D construction techniques, auxiliary views, view ports, conic sections, surface construction intersection, sectioning, multi-view and assembly drawings, bills of materials, and mass properties computations.  
Prerequisite: CAD 0201
- CAD 0203 Computer Aided Drafting/Design/Structural Application Credit 4 (2-6)**  
Utilizing the application of computer-assisted graphics, the student will be expected to complete a detailed study of mechanical equipment and preparation of plans and detailed drawings as prepared by the mechanical engineering consultant or contractor for the architectural structure. Heating and air conditioning, lighting and electrical, plumbing, and other mechanical equipment as necessary for construction will be included in this study. Emphasis will be placed on computer-assisted drafting techniques used in preparing appropriate drawings and details.
- CAT 0116 Photography I Credit 2 (1-2)**  
An introduction to the field of photography, photographic equipment and materials. A study of the fundamental techniques of the camera and its expressive possibilities in relation to the field of design and visual communications. Assigned camera projects, darkroom procedures and equipment.
- CET 0100 CET Computer Applications Credit 4 (2-4)**  
Introduces the student to the basic organization and operation of a digital computer. Includes an introduction to computer logic hardware and software, movement of data within a computer, identification of major hardware components and their interaction, concepts of programming, as well as the basic structure and applications of computer system.
- CET 0101 Pascal Programming Language Credit 5 (3-4)**  
Pascal Language deals with an overview of the computer and its many uses. General areas covered will include: What is a computer? A computer glossary. How does it work? Languages, what can it do? Peripherals, Software, Programming Basics. Through a class project students will gain hands-on experience in utilizing Pascal Language. The course also covers file handling, menus, interactive programming and sorting.
- CET 0102 CET Professional Skills Credit 1 (1-0)**  
This is a one hour lecture course that will deal with self motivation, time management, study skills and techniques, and topics that are designed to **instill commitment, stick-to-it characteristics** and other characteristics which will promote student retention.
- CET 0103 C Programming Language Credit 4 (2-4)**  
The course is designed to give the student hands-on training in "C" programming at Unix operating systems. The student will enter, compile, debug their own programs utilizing a variety of Engineering and Scientific Applications.  
Prerequisite: MAT 0111
- CET 0104 Advanced C Programming Language Credit 4 (2-4)**  
An intermediate course involving the C language. The Unix operating system is introduced with additional topics including: program portability, hardware programming, and industrial control applications. The student will program a variety of industrial and engineering applications.



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- CET 0120      Computer Circuits I      Credit 5 (4-2)**  
A course in digital integrated circuits intended to provide a basic understanding of digital signal sources, gating, truth table, boolean algebra, combination circuits, and flip flops. Coverage also includes truth table, sequential circuits and state diagram, PLA, PAL's, registers, counters.  
Prerequisite: MAT 0101
- CET 0214      Computer Technology I      Credit 5 (4-2)**  
An introductory course in microprocessors. A microcomputer trainer based on 8 bit 6502 provides experience in programming, assembly language, I/O techniques, logical and arithmetic operation. Coverage also includes branching, loops, as well as interruptions and trade offs between computer components.  
Prerequisite: MAT 0101
- CET 0215      Pulse and Switching Circuits      Credit 4 (2-4)**  
A course in the analysis and design of circuits which generate and shape digital wave forms. Included in this study are passive waveshaping circuits, delay lines, solid state switching characteristics, logic circuits, and multivibrators.
- CET 0221      Computer Architecture      Credit 4 (2-4)**  
An in-depth study of the design and organization of the computer processor with emphasis on mini-computers. Areas of study include arithmetic and logic unit, timing and control, memory elements, bus characteristics and I/O operation and control.
- CET 0231      Operating Systems      Credit 3 (3-0)**  
A study of the interrelationships of hardware and software at the system level, and the functional operation and utilization of compilersoperating systems, and user-type programs. Emphasis is placed on the ability to discern between hardware and software faults and the use of operating systems and customer software to debug hardware sourced faults in systems.
- CET 0233      Special Topics      Credit 4 (2-4)**  
A specialized course related to the changing needs of industry and improving technology in which topics are selected according to the interests of the student and instructor.
- CET 0235      Machine/Assembly Language Programming      Credit 3 (2-2)**  
An introduction to computer instruction repertoire. The student develops understanding of machine language instructions and programming through hands-on use of the computer for program execution. An analysis of assembly language programming and analysis of multipass assemblers is included.  
Prerequisite: CET 0103
- CET 0238      Data Communication and Local Area Networks      Credit 4 (2-4)**  
A comprehensive analysis of the physical elements, system devices, and procedures which are involved in the transmission and reception of data in a data communication system. Topics studied include communication channels, transmission modes, line conditioning, modes and modulation techniques, serial communication interfaces, communication processors, data link configurations, and information codes.
- CET 0240      Fabrication Technology      Credit 4 (2-4)**  
A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data; formulate a theoretical model; and construct, test, and evaluate a working model of the selected project.



# COURSE DESCRIPTIONS

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- CET 0241      Computer Circuits II      Credit 5 (4-2)**  
An intermediate course in computer circuits which provides understanding of finite state machine, verifying operation of a sequential system using finite state machine, checking experiments, path scan, flow diagram. Coverage also includes computer arithmetic, ALUs, multipliers and dividers.
- CET 0250      Computer Technology II      Credit 4 (3-2)**  
An intermediate course in microprocessors which provides experience in 16 bit microprocessors. A 16 bit Intel 8088 microcomputer trainer provides experience in programming, expanded addressing, memory segmentation, data handling and hardware familiarization and use of logic analyzers.
- CET 0254      Industrial Control Applications      Credit 4 (2-4)**  
The student is introduced to various control applications in which computers are utilized including: Robotics, supervisory control and data acquisition systems, and process control. Emphasis is placed on hardware components and specialized program languages used for industrial control.
- CET 0263      Forth Programming Language      Credit 4 (2-4)**  
A study of the Forth programming language. The student will write and test programs involving industrial control, robotics, and computer peripheral equipment. The relation between the Forth language and electronic hardware interfacing will be emphasized.  
Prerequisite: CET 0235
- CET 0270      Computer and Peripherals Maintenance      Credit 4 (3-2)**  
This course provides an introduction to the maintenance of typical industrial mini/micro computers, and associated peripheral equipment. The following topics will be covered: overview of computer system organization, instruction set, timing of computer systems, computer diagnostics, display terminals, printing equipment, mass storage devices, and troubleshooting methods. The function of I/O programming and control will be emphasized.
- CHM 0101      Chemistry      Credit 4 (3-2)**  
Study of the physical and chemical properties of substances, chemical changes, elements, compounds, gases, chemical combinations, weights and measurements: theory of metals, acids, bases, salts, solvents, solutions, and emulsions. In addition, study of carbohydrates: electrochemistry, electrolytes, and electrolysis in their application of chemistry to industry. Documented case studies of accidents in healthcare facilities will be examined as well as reports assigned to the students for investigation and documentation.
- CJC 0100      Basic Law Enforcement Training      Credit 25 (15-30)**  
The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training — Law Enforcement Officer's certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.
- CJC 0101      Introduction to Criminal Justice      Credit 5 (5-0)**  
This course is designed to familiarize the student with a philosophy and history of law enforcement, its legal limitations in our society, the primary duties and



responsibilities of the various agencies in the criminal justice field, the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to the profession as a career.

- CJC 0102 Introduction to Criminology Credit 5 (5-0)**  
A general course designed to introduce the student to the causation of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment, and correctional administration will be discussed.
- CJC 0110 Juvenile Delinquency Credit 5 (5-0)**  
General survey of juvenile delinquency as an individual and social problem, theories of delinquency, causation, and methods of correction and prevention. The course will present a general overview of the juvenile court.
- CJC 0115 Criminal Law I Credit 3 (3-0)**  
A course designed to present a basic concept of criminal laws and to provide a legal groundwork for those who seek to enter the justice field.
- CJC 0203 Introduction to Corrections Credit 5 (5-0)**  
An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. This course will provide a history and philosophy in the field of correction.
- CJC 0205 Criminal Evidence Credit 5 (5-0)**  
Instruction covers the kinds and degree of evidence and the rules governing the admissibility of evidence in court.
- CJC 0206 Community Relations Credit 3 (3-0)**  
This course will provide the student with an understanding of community structures as they relate to minority groups, peer groups, socioeconomic groups, leader groups, and group relations. Emphasis will be placed on the organization and function of these groups as they relate to the possession of criminal justice — protective service.
- CJC 0210 Criminal Investigation Credit 5 (5-0)**  
This course introduces the student to fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; sources of information; interview and interrogation, case preparation, and court presentation.
- CJC 0216 Criminal Law II Credit 3 (3-0)**  
A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law.
- CJC 0220 Police Organization and Administration Credit 5 (5-0)**  
Introduction to principles of organization and administration, discussion of the service functions, e.g., personal management, police management, training communications, records, property maintenance, and miscellaneous service.
- CJC 0225 Criminal Procedure Credit 5 (5-0)**  
This course is designed to provide the student with a review of court systems, procedures from incident to final disposition, principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement.  
Prerequisite: CJC 0101
- CJC 0238 Principles of Correctional Administration Credit 3 (3-0)**  
Emphasis is placed on the principles of administration in the correctional setting, including budgeting and financial control, recruitment and development of staff, administrative decision-making, public relations and other correctional administrative functions.



# COURSE DESCRIPTIONS

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- CJC 0255      Deviant Behavior      Credit 5 (5-0)**  
This course is designed to familiarize the student with human behavior and how it relates to the duties and responsibilities of the law enforcement officer.
- CJC 0256      Victimology      Credit 3 (3-0)**  
The study of victimology as an integral and significant part of the etiology of crime. The course will discuss the relationship between the victim and his criminal and shed more light upon the victim's functional role in crime. The course will cover the following: A. The history of the victim, B. Criminal-victim relationship as a crime factor, C. Compensation and restitution to victims of crime, D. The history of the victim.
- CJC 0259      Domestic and International Terrorism in Law Enforcement      Credit 3 (3-0)**  
This course covers terrorism as a crime. The students will gain an insight into the nature of the worldwide threat and the magnitude of terrorism in the 1980's. The course includes a study of revolutionary terrorism, state terrorism, and an insight into domestic terrorism from current FBI data. The second part of the course will cover issues of combating terrorism — the question of "should the ransom be paid?" The course is based on "terroristic activity" hearings before the subcommittee to investigate the administration of the Internal Security Act and other internal security laws of the Committee on the Judiciary of the United States Senate, various dates, Vol. 1-9.
- COE 0101      Cooperative Education      Credit 2 (0-20)**  
Supervised work experience related to student's curriculum with college-approved employer.
- COS 1001      Cosmetology Study/Mannequin Practice I      Credit 16 (5-35)**  
This course is for beginners in cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, hair, scalp, and skin. Students will also practice and study finger waving, pin curling, rollers, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling.
- COS 1002      Cosmetology Study/Applications II      Credit 16 (5-35)**  
Classroom study involving study of skin, scalp, hair, nails and their disorders, salesmanship, permanent waving, relaxing, hairdressing, wigs, and hair coloring. Students will study live model performance. Students will also develop skills and an understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, and hair coloring.  
Prerequisite: COS 1001
- COS 1003      Cosmetology Study/Applications III      Credit 16 (5-35)**  
Classroom study involving the study of anatomy, manicuring, chemistry, cosmetics-facials, hairstyling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene. Students will be given continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hairstyling, hair coloring (rinses, etc.) and scalp treatments.  
Prerequisites: COS 1001, COS 1002
- COS 1004      Cosmetology Study/Applications IV      Credit 16 (5-35)**  
Classroom study which continues the study of laboratory practices in chemistry,



**Prerequisites:** COS 1001, COS 1002, COS 1003

**COS 1011 Cosmetology Study/Mannequin Practice I Credit 13 (6-21)**

This course is for beginners in cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, hair, scalp, and skin. Students will also practice and study finger waving, pin curling, rollers, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling.

**COS 1011A Cosmetology Study/Mannequin Practice I – Part A** **Credit 6 (3-9)**

**COS 1011B Cosmetology Study/Mannequin Practice II –  
Part B** **Credit 7 (3-12)**

**COS 1012    Cosmetology Study/Applications II                      Credit 13 (6-21)**

Classroom study involving study of skin, scalp, hair, nails and their disorders, salesmanship, permanent waving, relaxing, hairdressing, wigs, and hair coloring. Students will study live model performance. Students will also develop skills and an understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, and hair coloring.

**Prerequisite:** COS 1011

**COS 1012A Cosmetology Study/Applications II – Part A** **Credit 6 (3-9)****COS 1012B Cosmetology Study/Applications II – Part B Credit 7 (3-12)****COS 1013    Cosmetology Study/Applications III                      Credit 13 (6-21)**

Classroom study involving the study of anatomy, manicuring, chemistry, cosmetics-facials, hairstyling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene. Students will be given continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hairstyling, hair coloring (rinses, etc.) and scalp treatments.

**Prerequisites:** COS 1011, COS 1012

**COS 1013A Cosmetology Study/Applications III – Part A Credit 6 (3-9)****COS 1013B Cosmetology Study/Applications III – Part B Credit 7 (3-12)****COS 1014    Cosmetology Study/Applications IV                      Credit 13 (6-21)**

Classroom study which continues the study of laboratory practices in chemistry sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving and hairstyling, cold waving and hair shaping.

**Prerequisites:** COS 1011, COS 1012, COS 1013

**COS 1014A Cosmetology Study/Applications IV – Part A Credit 6 (3-9)****COS 1014B Cosmetology Study/Applications IV – Part B Credit 7 (3-12)****COS 3004 Cosmetology Instructor Training Credit 8 (4-12)**

A comprehensive approach to introducing the licensing cosmetologist to the requirements of the Cosmetology Instructor Training Program and the North



# COURSE DESCRIPTIONS

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Carolina State Board of Cosmetic Arts. The course content includes orientation, theories of education, unit planning, daily lesson planning, and clinic management and evaluation under the supervision of the licensed cosmetology instructor. Prerequisite: Be a licensed cosmetologist with six months of experience.

- COS 3005      Cosmetology Instructor Training: Practicum      Credit 10 (4-18)**  
A continuation of Cosmetology Instructor Training COS 3004 with emphasis on conducting theory classes, practical demonstrations, and clinical management under the direct supervision of the licensed cosmetology instructor. This course will require in-depth applications of teaching theory in the actual practice teaching of cosmetology.  
Prerequisite: COS 3004 Cosmetology Instructor Training
- DFT 0101      Technical Drafting I      Credit 4 (2-6)**  
The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, free-hand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing and principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.
- DFT 0102      Technical Drafting II      Credit 4 (2-6)**  
The application of orthographic projections will be continued, applying them to working drawings. Standards and practices of dimensioning and tolerancing as approved by the American National Standards Institute will be studied. Threads, fasteners, charts, and graphs, piping and welding drawings will be included, as well as a special emphasis on the student's major area of study.  
Prerequisite: DFT 0101
- DFT 0103      Technical Drafting III      Credit 4 (2-6)**  
Continued study of sectional views and auxiliary views both primary and secondary, intersections and developments and their practical solutions. The various techniques employed to produce and render pictorial drawings including isometric, oblique, and perspectives.  
Prerequisite: DFT 0102
- DFT 0104      Blueprint Reading: Mechanical      Credit 1 (0-2)**  
A study of the interpretation and reading of blueprints with information on the basic principles of the blueprint, including lines, dimensioning procedures, and notes.
- DFT 0105      Blueprint Reading and Sketching      Credit 1 (0-2)**  
A continued practice in interpretation of blueprints as they are used in industry. Includes a study of prints supplied by industry, making plans of operations, introduction to drafting room procedures, and sketching as a means of passing on ideas, information, and processes.  
Prerequisite: DFT 0104
- DFT 0106      Mechanical Drafting I      Credit 4 (2-6)**  
Upon completion of this course the student should be able to: 1) use drafting equipment and instruments; 2) letter words and numbers in Gothic; 3) draw orthographic and pictorial freehand sketches; 4) lay out geometric constructions; 5) execute orthographic drawings by use of instruments; 6) dimension drawings and apply notes to drawings; 7) reproduce, file, and store drawings; and 8) execute simple "working" drawings.
- DFT 0107      Mechanical Drafting II      Credit 4 (2-6)**  
Upon completion of this course the student should be able to 1) apply ortho-



graphic projection principles to more complex drafting problems, including those various kinds of holes; 2) read and draw the conventions of line.

- DFT 0151      Drafting and Design      Credit 4 (2-4)**  
Familiarization with and use of drafting equipment. Also the study of mechanical design fundamentals, dimensioning, principles of tolerancing, materials specifications and how to present views by accepted drawing procedure.
- DFT 0201      Technical Drafting I      Credit 4 (2-6)**  
Applications and constructions of charts, graphs, and nomographs in engineering and technical data. Screw threads, springs, keys, rivets, piping, and welding symbols, methods of representing and specifying will be covered. Basic mechanisms of motion specifying, calculating, dimensioning, and delineating.  
Prerequisite: DFT 0103
- DFT 0204      Descriptive Geometry      Credit 4 (2-6)**  
Graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Practical design problems will be stressed with analytical verification where applicable. Visualization shall be stressed on every problem.  
Prerequisites: DFT 0103, MAT 0102
- DFT 0205      Design Drafting      Credit 4 (2-6)**  
Basic design is introduced in the study of motion transfer mechanisms as they relate to power trains. Principles of design sketching, design drawing, layout drafting, detailing from layouts, production drawings and simplified drafting practices constitute areas of study. Types and methods of specifying materials and workmanship are an integral part of the course.  
Prerequisite: DFT 0204, PHY 0102, DFT 0201
- DFT 0207      Drafting Internship      Credit 2 (0-20)**  
The drafting student is provided the opportunity to participate in a work/study experience in an industrial setting. For an eleven week period the student will concentrate on developing skills relating to the work environment, and interpersonal relationships. Also projects and activities relating to a variety of drafting responsibilities and job tasks will be experienced. \*(2 hr. technical elective may be substituted with the approval of the Dean for Occupational Education.)
- DFT 0211      Mechanisms (Electromechanical)      Credit 4 (3-2)**  
Mathematical and drafting room solutions of problems involving the principles of machine elements. Study of motions of linkages, velocities and accelerations of points within a link mechanism, layout methods for designing cams, belts, pulleys, gears, and gear trains.  
Prerequisite: MAT 0103, DFT 0102, PHY 0102
- DFT 0212      Jigs and Fixture Design (CADD)      Credit 4 (2-6)**  
Commercial standards, principles, practices and tools of jig and fixture design, individual project and design work to acquaint students with the types of jigs and fixtures and their design. Computer Assisted Drafting systems will be utilized in the instructional strategies and student lab work.  
Prerequisite: DFT 0102, MEC 0101
- DFT 0230      Structural Drafting      Credit 4 (2-6)**  
A concentrated study and drawing of structural plans, details, and shop drawings of the structural components of buildings to include steel, reinforced concrete, and timber structures. Appropriate symbols, conventions, dimensioning practices, and notes as used by the draftsman will be included. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection of the structural components.



# COURSE DESCRIPTIONS

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- DFT 1101      Schematics and Diagrams: Automotive Body Repair      Credit 4 (3-1)**  
Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and writing diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.
- DFT 1102      Schematics and Diagrams: Automotive Mechanics      Credit 3 (3-0)**  
Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuel system components for automotive engines and other internal combustion engines. Learning to identify the various components of the systems by sketching and labeling parts. Practice in tracing wiring systems and diagnosing trouble by using schematics and diagrams found in the automotive service manuals.
- DFT 1104      Blueprint Reading      Credit 1 (0-3)**  
Interpretation and reading of blueprints. Information on the basic principles of the blueprint, lines, views, dimensioning procedures and notes.
- DFT 1105      Blueprint Reading: Mechanical      Credit 2 (1-2)**  
Further practice in interpretation of blueprints as they are used in industry, study of prints supplied by industry, making plans of operations, introduction to drafting room procedures, sketching as a means of ideas, information and processes.  
Prerequisite: DFT 1104
- DFT 1106      Blueprint Reading: Mechanical      Credit 2 (1-2)**  
Blueprint reading, sketching, and drawing methods are explored using computer aided drafting. Introductory in nature, the class will produce working drawings and blueprints similar to those used in a machine shop or plant.
- DFT 1117      Blueprint Reading      Credit 1 (0-3)**  
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.  
Prerequisite: DFT 1104
- DFT 1118      Pattern Developing and Sketching      Credit 1 (0-3)**  
Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.
- DFT 1210      Industrial Blueprint Reading      Credit 4 (4-0)**  
This course is to enable the Industrial Electronic Technician to locate various pieces of equipment within a plant by interpretation of blueprints and aids, those involved in the installation and maintenance of equipment. Scale measurements and symbols used in blueprints are taught to give the student a basic working knowledge of the wiring locations and control locations of various machines. The student will be able to make basic drawings and layouts showing the location symbols of industrial devices.
- DMK 0240      Merchandise Planning and Control      Credit 4 (4-0)**  
Concerns itself with the scientific use of numbers in merchandising and the figures and mathematical techniques that are employed to translate fashions into the profit-making activities of planning, pricing, and controlling quantities.
- DMK 0249      Fashion Buying and Merchandising      Credit 3 (3-0)**  
Analyzes the buying function and the career opportunities in different types of



fashion retailing enterprises, and studies the merchandising techniques that are used to forecast fashions, plan assortments, determine sources of supply, select merchandise, negotiate buying arrangements, and follow through on the sale of merchandise.

**DMK 0260      Commercial Display Design      Credit 4 (3-2)**

Examines display as a visual merchandising medium, and covers the principles of display design and their applications to fashion merchandising environments.

**DRA 0101      Introduction to Drama      Credit 3 (3-0)**

Representative plays of the western world from the classical period. Consideration is also given to staging, conventions of the theatre, types of drama, and dramatic theory.

**DRA 0102      Introduction to the Theater      Credit 3 (3-3)**

An introduction to various areas of theatrical production and performance including acting, directing, and design. Acting fundamentals covered include vocal and physical training, improvisation, and sensitivity as well as a limited amount of scene work.

**DRA 0103      The Performance Experience      Credit 3 (3-0)**

Students will attend live drama, dance, musical theatre, and/or opera. Class time will be devoted to a discussion of these works and to the development of a critical appreciation of the performing arts. Students will articulate their critical judgment in essays which review aspects of the works under consideration.

**ECO 0102      Economics I      Credit 3 (3-0)**

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

**ECO 0104      Economics II      Credit 3 (3-0)**

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

**ECO 0108      Consumer Economics      Credit 3 (3-0)**

Designed to help students use their resources of time, energy and money to get the most out of life. It gives students an opportunity to build useful skills in buying, managing finances, increasing resources, and understanding the economy in which they live.

**ECO 0201      Labor Economics      Credit 3 (3-0)**

The history of the labor movement in the United States, the development of methods and strategies by labor and management, applicable laws, the factors of income and economic security, and the overall economic effects of the labor movement.

Prerequisite: ECO 0104

**EDP 0100      Computer Operations I      Credit 3 (2-2)**

Upon completion of this course the student should be able to: 1) define and use selected coding system for input data; 2) design input record layouts; 3) read and interpret computer output reports; 4) state and define principles of operations involving data entry, interpreting, sorting, collating, and forms handling; 5) list the characteristics and describe the hardware components of a computing system; 6) disk and console typewriter; 7) describe the hardware characteristics of a computer system with and without teleprocessing.



# COURSE DESCRIPTIONS

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- EDP 0101      Computer Operations II      Credit 4 (3-2)**  
Upon completion of this course the student should be able to: (1) convert decimal, binary and hexadecimal numbers from one system to another; (2) define terms, explain concepts and state procedures for a system generation and IPL for two levels of control programs; (3) explain and demonstrate the concept of a serial and multitasking computer system and describe the operational environment of each; (4) trace the job flow in a multitasking computer system environment; (5) define basic terms associated with the operation of a serial and multitasking operational environment; (6) list purpose and types of OCL statements for OS; (7) use utility manuals to code OCL and execute selected utilities on computer system; (8) define and use job commands on computer system; (9) distinguish between operational environment for batch processing and on line applications.  
Prerequisite: EDP 0100
- EDP 0102      Computer Usage in the Medical Profession      Credit 4 (3-2)**  
A study of the fundamental concepts in data processing. The student should get an understanding of various ways computers can be used in the medical profession. "Hands on" usage will include word processing and patient information storage and retrieval. This course is designed for nursing students.  
Prerequisite: BUS 0100 or must have equivalent keyboard knowledge and Program Head approval
- EDP 0103      Computer Awareness      Credit 2 (1-2)**  
A study of the fundamental concepts of information processing systems. The course will build an understanding of computers and their uses presented through a combination of classroom and hands-on experience with word processing and electronic spreadsheets.
- EDP 0104      Introduction to Data Processing      Credit 5 (5-0)**  
A study of the fundamental concepts and operation principles of data processing systems to develop a basic understanding of computers.
- EDP 0105      Computer Operation Techniques      Credit 5 (4-2)**  
Upon completion of this course the student should be able to: 1) write and define console commands with the abbreviations and subparameters; 2) define the different statuses of the CPU; 3) explain selected error and recovery procedure; 4) explain standard procedures for data security and backup; 5) define the principles and reasons for job scheduling; 6) read and understand basic operator manuals; 7) after an overview of the OS system — give the written principles of a control program; 8) describe the two types of channels and purpose of each; 9) correctly operate the terminal and/or computer currently in lab; 10) describe typical features of DOS or equivalent operating system; 11) code selected OCL statements and describe their purpose; 12) describe the operational environment for a mini-computer system; 13) discuss measures that can be taken for computer room security.  
Prerequisites: EDP 0100, EDP 0101
- EDP 0106      Programming Techniques      Credit 4 (4-0)**  
On completion of the course, the student should be able to: 1) identify computer capabilities in data manipulation and reduction, 2) understand the functioning of supervisor programs within the computer, 3) differentiate between various techniques in data processing, 4) use selected techniques, matrices, table, loops, subroutines, digit selections, etc., in the creation of efficient computer programs, 5) construct logic flow charts depicting computer programs.  
Prerequisite: EDP 0104, or advisor permission
- EDP 0108      Cobol I      Credit 5 (4-2)**  
The Common Business Oriented Language (COBOL) is presented in detail. A variety of business and commercial applications are programmed and tested by the student.  
Prerequisite: EDP 0106



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- EDP 0110 PASCAL Credit 4 (3-2)**  
This is a study of the PASCAL Programming Language for Business Applications. The student will write and test programs using microcomputers.
- EDP 0150 Introduction to IBM and Compatible Microcomputers Credit 1 (1-0)**  
A mini course with emphasis on setting up and utilizing the IBM-PC in home and business. The student will receive instruction on the PC-DOS/MS-DOS operating system. The course is designed for users of IBM Personal Computers and Compatible microcomputers.
- EDP 0200 BASIC Language Credit 4 (3-2)**  
This course will deal with an overview of the computer and its many uses. The student will learn to write, enter, debug programs written in the BASIC programming language. The minimum rules, techniques and applications of the language will be taught. These rules with some changes can be applied to the many different types of computers that utilize the BASIC language.
- EDP 0201 Advanced Basic Programming Credit 4 (3-2)**  
This course is a continuation of EDP 200, Basic Programming. This course will contain information on 1) File Handling; 2) Menus; 3) Interactive Programming; and 4) Sorting.  
Prerequisite: EDP 0200
- EDP 0204 Systems Study Credit 3 (3-0)**  
The course is designed specifically with the Business uses of computers in mind. Students will examine the need and uses of business data processing equipment and software systems. Emphasis is placed on the requirements for designing an application software system.  
Prerequisite: EDP 0104
- EDP 0206 Systems Design Credit 5 (5-0)**  
The course is designed to give the student training in systems design and analysis. Emphasis in both classroom and laboratory assignments. Problem definition, file organization, effective retrieval of information are some of the topics considered.  
Prerequisite: EDP 0104, plus any programming course
- EDP 0207 Application Programming Credit 5 (4-2)**  
The student will work as a member of a Programming Team to compute a Data Processing System. This will include the analysis, designing, programming, testing, and documenting of the system.  
Prerequisite: EDP 0208, EDP 0209, or other course approved by advisor.
- EDP 0208 Cobol II Credit 5 (4-2)**  
A continuation of EDP 0108. The student will learn more complex techniques and features of COBOL language by writing, flowcharting, debugging, and running programs.  
Prerequisite: EDP 0108
- EDP 0209 RPG II Programming Credit 5 (4-2)**  
Report Program Generator (RPG) coding includes preparation of the spacing chart, file description, file extension, input calculation, and output specification sheets. Business programs are written and run on an IBM computer.  
Prerequisite: EDP 0106 or advisor permission
- EDP 0210 Advanced RPG II Programming Credit 5 (4-2)**  
A continuation of the study of RPG programming covering more complex features and advanced programming techniques.  
Prerequisite: EDP 0209



# COURSE DESCRIPTIONS

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- EDP 0211      Operating Systems (DOS/OCL)      Credit 5 (4-2)**  
Upon completion of this course the student should be able to: 1) use utility manuals to create control statements for certain utilities; 2) code statement for sequential files; 3) code statements to compile and execute programs; 4) create, store, and execute load modules; 5) list physical and storage characteristics of disk and tape; 6) calculate storage requirements for a file on disk or tape; 7) trace the job flow from input to output identifying software programs involved for a multiprogramming computer system for composition and execution of programs; 8) diagram the program and data flow in a multiprogramming computer including channels and interrupts.  
Prerequisite: EDP 0208 or EDP 0209
- EDP 0212      Data Base Design      Credit 3 (3-0)**  
The student will learn structures of Data Base Management Systems, design of the data base itself, file security, and the roles of the Data Base Administrator.  
Prerequisite: EDP 0208 or EDP 0210
- EDP 0214      Assembly Language Programming      Credit 5 (4-2)**  
The student will learn to write Assembly Language Programs using techniques such as address modification, looping, editing, sorting, subroutines, and macro instructions.  
Prerequisite: EDP 0208 or EDP 0210
- EDP 0216      FORTRAN Programming      Credit 4 (3-2)**  
This course is designed to give the student hands-on training in FORTRAN Programming language. Students will enter, compile, debug their own programs utilizing a variety of Business and Scientific Applications.  
Prerequisite: EDP 0104 or EDP 0103
- EDP 0217      Microcomputer Application I      Credit 5 (4-2)**  
This course will familiarize the student with microcomputer business applications. Operating systems, word processing, data-base processing, and electronic spreadsheets will be explored.  
Prerequisite: EDP 0103 or EDP 0200
- EDP 0220      Internship      Credit 2 (0-20)**  
The student is placed in the data processing department of a business on qualified organization. The student works in this environment for 220 hours during the quarter. The Internship must be approved by the Data Processing Department at Stanly Community College and the Data Processing Department at the participating facility. The student will be required to maintain a journal of activities and meet with the supervisory instructor from Stanly Community College twice during the quarter.
- EDP 0224      Beginning Lotus 1, 2, 3      Credit 2 (1-2)**  
An introductory course covering the fundamentals of electronic spreadsheets. The course is designed to cover the most popular features of Lotus 1, 2, 3 for the beginning user utilizing a hands-on approach. Topics to be covered include: factoring data into a spreadsheet, changing the appearance of the spreadsheet, basic worksheet commands, printing completed spreadsheets, and saving and retrieving files.
- EDP 0400      Introduction to Personal Computers      Credit 3 (2-2)**  
Introduction to Personal Computers covers how to operate microcomputers. There will be discussions on how to use hardware and software, what types of computers are available to the public, how to flowchart, how to write simple programs in BASIC, how to use graphics and basic concepts of computers.



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- EDP 1103      Computer Awareness      Credit 2 (1-2)**  
A study of the fundamental concepts of information processing systems. The course will build an understanding of computers and their uses presented through a combination of classroom and hands-on experience.
- EDU 0150      Seminar Practicum      Credit 2 (1-10)**  
Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.
- EDU 0151      Seminar Practicum      Credit 2 (1-10)**  
Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.
- EDU 0152      Seminar Practicum      Credit 2 (1-10)**  
Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.
- EDU 0153      Pre-School Education      Credit 3 (3-0)**  
Study of principles and practices of early childhood education. The types of facilities and media which promote optimal development of each child. Guidelines for identifying, planning, organizing, and implementing appropriate programs for various levels of development are derived through group discussions and individual projects.
- EDU 0154      Curriculum Planning and Design      Credit 3 (3-0)**  
Planning and designing of an appropriate program of activities for an early childhood curriculum that will meet the child's social, emotional, motor and cognitive needs.



# COURSE DESCRIPTIONS

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- EDU 0155 Curriculum Planning and Design Application Credit 4 (3-2)**  
This course of study will apply skills learned in EDU 0154 to evaluate lesson plans to determine if they are developmentally appropriate, identify methods of assessing the progress of children, prepare procedures for assessment of curriculum deficiencies which can be used to determine staff development needs and identify curriculum implementation resources specific to local communities.  
Prerequisite: EDU 0154
- EDU 0202 Seminar Practicum Credit 2 (1-10)**  
Seminar emphasis will be placed on observing and recording the behavior of children; promoting good relations with parents and methods of finding a job. Seminar topics will also be drawn from the student's work experience during the week. Work experience is a vital part of the Early Childhood program. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.
- EDU 0203 The Exceptional Child Credit 3 (3-0)**  
Study of children with developmental variations requiring modifications in activities. Consideration is given to recognition of problems, community resources and appropriate activities for the child with exceptional deviations in personality or physical development.
- EDU 0204 Parent Education Credit 3 (3-0)**  
Designed to provide the student with experiences that will enable them to communicate effectively with parents, plan for parent involvement, and develop a series of programs for presentation to the parents of children in their classroom.
- EDU 0206 Children in Crisis Credit 2 (2-0)**  
Study of crisis situations in the lives of children to include death, divorce, child abuse and illness. Problem solving situations will be given and methods analyzed.
- EDU 0211 Administration for Operators of Facilities for Young Children Credit 3 (3-0)**  
To acquaint potential educators of children with operational planning, physical facilities, financial management, staff development, and legal issues in day care centers.
- EDU 0212 Current Issues in Day Care Credit 3 (3-0)**  
An up-to-date look at trends and issues affecting education for young children today. Designed to make the student aware of the changes these trends and issues might have on childhood education in the near future.
- EDU 0220 Methods of Teaching Credit 2 (2-0)**  
A course to improve instruction through the study of techniques, methods, and materials. Specifically designed to encourage continuing education and in-service education. Emphasis is placed on the flexibility of developing a program to meet continuing needs in a work-oriented background.
- EDU 0229 Methods, Materials and Techniques for Instructional Aides Credit 3 (3-0)**  
A course designed for the study of methods, materials, and techniques of improving instruction. The course is organized to give opportunities for the student to study in-depth areas of interest and need.



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- EDU 0231      Methods, Materials and Techniques of Audio-Visual Production      Credit 3 (2-2)**  
A course designed to provide training in audio-visual production including the making of transparencies, elementary photography, lettering, dry mounting, and laminating.
- EDU 0232      Physical Activities for Young Children      Credit 3 (3-0)**  
Study of the physical development of children with emphasis on movement, rhythms, games, and other activities which promote optimal development. Each student will develop a series of activities appropriate for a specific level of development.
- EDU 0234      Creative Activities for Young Children      Credit 3 (3-0)**  
Individual and group exploration of activities and media for promoting optimal overall development of children with emphasis on arts and crafts.
- EDU 0251      Seminar Practicum      Credit 2 (1-10)**  
Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience, and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.
- EDU 0252      Seminar Practicum      Credit 2 (2-10)**  
Seminar emphasis will be placed on observing and recording the behavior of children; promoting good relations with parents and methods of finding a job. Seminar topics will also be drawn from the student's work experience during the week. Work experience is a vital part of the Early Childhood program. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience, and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.
- EDU 0260      Communication Skills/Social Studies Methods for Young Children      Credit 3 (3-0)**  
Study of the methods and materials applied to communication skills with special emphasis on reading readiness, reading, and social studies as components of the total language arts and social studies programs in preschool through third grade.
- EDU 0261      Behavioral Management      Credit 3 (3-0)**  
Behavior management is a practical course designed to help the student understand the theory of human behavior and misbehavior and how to deal effectively with behavior problems in the early childhood years.
- ELC 0111      Electrical Fundamentals I      Credit 5 (3-4)**  
A qualitative study of units of measurement, electrical quantities, simple circuits, electromotive forces, current, power, laws, basic electrical instruments and mea-



# COURSE DESCRIPTIONS

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surements, resistance, impedance and basic circuit components. Concepts taught are generally limited to fundamentals with very little emphasis placed on quantitative aspects. Laboratory work will teach the proper use and care of basic hand tools and the basic manual skills used in working with electricity. Measurement techniques and safety practices will be stressed throughout.

- ELC 0111A Electrical Fundamentals I — Part A Credit 2 (1-2)**  
A qualitative study of DC circuits to include the study of matter, power sources, resistors, capacitance, and measurement techniques. An analysis of series and parallel DC circuits.
- ELC 0111B Electrical Fundamentals I — Part B Credit 3 (2-2)**  
The continuance of ELC0111A to include the study of inductance, magnetism, electro-magnetism, voltage dividers and series-parallel DC circuits.
- ELC 0115 Alternating and Direct Current Credit 4 (2-4)**  
A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series parallel circuits, OHM's Law and Kirchhoff's Law will be studied with an understanding of its relationship and application of electricity to modern industrial machinery.
- ELC 0116 Alternating and Direct Current Machine Controls Credit 4 (2-4)**  
A course providing the basic concepts of AC and DC machines and simple control circuits. Includes basic meter and test equipment reading and care.  
Prerequisite: ELC 0115
- ELC 0119 Industrial Electronic Control Credit 4 (2-4)**  
A study of basic industrial electronic systems such as motor controls, alarm systems, heating system and controls, basic solid state devices, and controls as related to industries.  
Prerequisite: ELC 0115, ELC 0116
- ELC 0120 Electrical Fundamentals II Credit 5 (3-4)**  
Additional electrical concepts and circuit analysis procedures as applied to more complex two terminal and simple two part networks are introduced. Laboratory work will include additional measurement techniques with emphasis on verification of theoretical concepts.  
Prerequisite: ELCL 0111. Corequisite: MAT 0101
- ELC 0120A Electrical Fundamentals II — Part A Credit 2 (1-2)**  
The study of AC signal generation, voltages and currents when applied to series, parallel and series-parallel pure resistive circuits.  
Prerequisite: ELC 0111
- ELC 0120B Electrical Fundamentals II — Part B Credit 3 (2-2)**  
The continuance of ELC 0120A to include the study of AC signals and their relationship to voltage and current in inductive and capacitive circuits. An analysis of series-parallel RCL circuits, resonance and filters.  
Prerequisite: ELC 0120A
- ELC 0121 Electrical Troubleshooting Credit 3 (2-2)**  
A training course in making electrical adjustments and related maintenance operation. Includes use of test equipment and circuit logic for fast and efficient location and repair of electrical circuits.  
Prerequisite: ELC 0115, ELC 0116, ELC 0119
- ELC 1112 Direct and Alternating Current Credit 8 (4-12)**  
A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel,



circuits. An analysis of direct currents by Ohm's Law and Kirchhoff's Law. A study of the source of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

**ELC 1112A Direct and Alternating Current-A Credit 4 (2-6)**

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct currents by Ohm's Law and Kirchhoff's Law. A study of the source of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

**ELC 1112B Direct and Alternating Current-B Credit 4 (2-6)**

An advanced study of A/C circuits with their relationships to the analysis of inductive resistance and captive circuits used in the understanding of alternating current.

Prerequisite: ELC 1112A

**ELC 1113 Direct and Alternating Currents Machines and Controls Credit 9 (6-9)**

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as thermostats, times, and sequencing switches.

Prerequisites: ELC 1112, MAT 1115

**ELC 1113A Alternating Current and Direct Current: Machines and Controls — Part A Credit 5 (4-3)**

Provides fundamental concepts in single and polyphase alternating transformers and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as thermostats, times, and sequencing switches.

Prerequisites: ELC 1112, MAT 1115

**ELC 1113B Alternating Current and Direct Current: Machines and Controls — Part B Credit 4 (2-6)**

A study of AC-DC motors and controllers and AC transformer. Their use and application will be studied with respect to their power losses and measurements.

Prerequisite: ELC 1113A

**ELM 0211 Electromechanical Devices Credit 5 (3-4)**

A study of the fundamental devices used in electromechanical technology. Devices such as electrical motors, generators, transformers, relays and transducers will be investigated. Concepts of work, energy, power, time constants, and efficiency as related to electromechanical devices will be stressed. Study of the instrumentation required to perform the investigation of electromechanical devices will form an integral part of the course.

Prerequisites: ELC 0114, PHY 0101

**ELM 0212 Control System Technology I Credit 5 (3-4)**

A study of control system technology. Basic concepts and terminology are investigated. Methods used to evaluate open-loop, closed-loop, regulator, follow-up, process, servomechanism, sequential, numerical, analog and digital control systems are introduced. Methods of describing control system components are



# COURSE DESCRIPTIONS

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investigated for electrical, liquid, gas, thermal and mechanical systems. Characteristics of processes, measuring means, and controllers are covered.

Prerequisite: ELN 0211

**ELM 0213      Control System Technology II      Credit 5 (3-4)**

Control system transducers, final control elements, and performance are covered. Transducer topics include position, displacement, velocity, acceleration, force, temperature, flow rate, pressure and liquid level measurement. Control element topics include control valves, armature controlled DC motors, two phase AC motors. Topics include frequency response analysis and testing, Bode diagrams, closed loop response, stability, and controller adjustment.

Prerequisite: ELM 0212

**ELN 0100      Professional Development for EET Students      Credit 2 (2-0)**

This course will provide an orientation for EET students with group discussions to produce a well-rounded student capable of working with others in the school environment. Students will also become familiar with qualities that will help them become good employees upon graduation.

**ELN 0130      Semiconductor Devices      Credit 6 (3-6)**

Presents qualitative electronics concepts beginning with atomic structure of semiconductors and doping agents and proceeding to the solid state diode and bipolar junction transistor. Common emitter, base, and collector circuits are studied before proceeding to JFET and MOSFET circuitry. Experience is provided in basic troubleshooting techniques in laboratory exercises. Instruments are introduced as needed for simple testing and measurements.

**ELN 0130A      Semiconductor Devices — Part A      Credit 3 (2-2)**

The study of solid state semiconductor devices beginning with atomic structure of semiconductors and doping agents and proceeding through diodes and zeners and their applications.

**ELN 0130B      Semiconductor Devices — Part B      Credit 3 (1-4)**

A continuation of ELN 0130A to include bipolar transistors and their applications. Common emitter, base and collector circuits are studied before proceeding to amplifier circuits.

Prerequisite: ELN 0130A

**ELN 0140      Electronic Instrumentation      Credit 5 (4-2)**

A study of block diagram construction of instruments normally found in the laboratory. Instruments covered shall include the volt meter, current meter, ohm meter, audio and RF generators, and the oscilloscope.

**ELN 0141      Control Devices      Credit 6 (4-4)**

A quantitative study beginning with active control devices such as the SCR, triac, diac, etc. The student will design and construct various types of control devices and verify their operation in the laboratory. Linear integrated circuitry will be introduced, along with MOS technology. The student is also introduced to oscillator theory.

**ELN 0141A      Control Devices — Part A      Credit 3 (2-2)**

A quantitative study of control devices beginning with JFET's and MOSFET's and progressing through linear op amps. The student will analyze and verify the operation of control circuits in a laboratory setting.

**ELN 0141B      Control Devices — Part B      Credit 3 (2-2)**

A continuation of ELN 0141A to include SCR's, triac's, diac's and UJT's. The student is also introduced to oscillator theory.

Prerequisite: ELN 0141A.



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- ELN 0210     Digital Combinational Systems     Credit 5 (4-2)**  
A beginning course in digital integrated circuit intended to provide a basic understanding of digital signal sources, gating, counting and display. The main concentration of this course is in Boolean Algebra and its application in Digital gating, Sequential circuits and their applications. Upon completion of this course students should know: (1) Basic gates; (2) Digital signal sources; (3) Truth tables; (4) Boolean Algebra; (5) Application of Boolean Algebra in I.C.; (6) K Maps; (7) Multi-level gate networks; (8) Multiple-output networks: MUX, DMUX, ROM, PLA, PAL, Decoder, Encoder; (9) Combinational network design; (10) Combinational network troubleshooting.  
Prerequisite: See Instructor
- ELN 0210A     Digital Combinational Systems — Part A     Credit 2 (2-0)**  
A beginning course in digital integrated circuits intended to provide a basic understanding of digital circuitry. Subjects covered include basic gates, number systems and truth tables.
- ELN 0210B     Digital Combinational Systems Part B     Credit 3 (2-2)**  
A continuation of ELN 0210A to include flip-flops, counters, coding/decoding, multiplexing/demultiplexing and memories.  
Prerequisites: ELN 0210A
- ELN 0211     Microprocessor Based Electronic Systems     Credit 5 (4-2)**  
An introductory course in microprocessors. A microprocessor trainer based on 8 bit 6502 provides experience in numbering systems, programming the microprocessors, hardware familiarization, assembly language, I/O techniques, logical and arithmetic operations.  
Prerequisite: See Instructor
- ELN 0211A     Microprocessor Based Electronic Systems — Part A     Credit 2 (1-2)**  
An introductory course in microprocessors. Subjects to be covered include basic microprocessor architecture, registers, memory and simple commands.
- ELN 0211B     Microprocessor Based Electronic Systems — Part B     Credit 3 (3-0)**  
A continuation of ELN 0211A. Subjects to include advanced programming of an 8 bit microprocessor to include logical and arithmetic functions.  
Prerequisite: ELN 0211A
- ELN 0212     Communication Systems     Credit 5 (3-4)**  
A course investigating numerous communication related electronic systems. Related topics such as AM, FM, tuned circuit, RF amplifiers and oscillators.
- ELN 0220     Digital Sequential Systems     Credit 5 (4-2)**  
An intermediate course in digital integrated circuits concerned with registers and counters, arithmetic elements, and semiconductor memories (RAMs and ROMs). Related circuits such as monostable multivibrators and LED displays provide additional coverage. The last of the course introduces the concept of busing through tri-state and open collector circuitry. Upon completion of this course, the student should know: (1) Flip-Flops (R-S, J-K, D, T); (2) Counters and similar sequential networks; (3) Analysis of clocked sequential networks; (4) Derivation of state tables; (5) Reduction of state tables; (6) Determination of state equivalent using an implication table; (7) Incompletely specified state table; (8) Sequential network design; (9) Interactive networks, including: a. parity checker, b. parity generator, c. comparator; (10) Networks for computer arithmetic; (11) Analysis of asynchronous sequential network (optional); (12) Fault testing and tolerance in sequential networks, including: a. checking experiments, b. scan path, c. controllability/observability, d. BILBO (Build In Logic Block Observer), e. Designing and testing "Testable Logic Board."  
Prerequisite: ELN 0210



# COURSE DESCRIPTIONS

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- ELN 0220A Digital Sequential Systems — Part A** **Credit 2 (1-2)**  
An intermediate course in digital integrated circuits to include registers, counters and boolean algebra. The course will also include semiconductor memories (RAMS/ROMS).  
Prerequisite: ELN 0210
- ELN 0220B Digital Sequential Systems — Part B** **Credit 3 (3-0)**  
A continuation of ELN 0220A. Related subjects such as monostable multivibrators and LED displays are covered. The course also covers busing through tri-state buffers and open collector circuitry.  
Prerequisite: ELN 0220A
- ELN 0221 Microcomputer Interfacing** **Credit 4 (3-2)**  
Designed to aid the student in development and troubleshooting of computer interfacing and computer storage units. Topics are parallel and serial data transmissions, IEEE488 (GPIA), RS 232 (ACIA), Digital to analog (DAC), Analog to digital converters (ADC), decoding tape recorded data, dynamic RAM, memory control from one of two memory maps, erasable programmable ROM, troubleshooting. Other topics such as software development for interfacing using macro-assembler for 6502 will be studied. When the student completes this course he/she should be able to develop (design) software and hardware of a working model of a microcomputer.
- ELN 0221A Microcomputer Interfacing — Part A** **Credit 2 (1-2)**  
An intermediate course in microprocessors concerned with branching, stacks, interrupts and use of a monitor. A brief introduction in interfacing will also be covered.  
Prerequisites: ELN 0210, ELN 0211
- ELN 0221B Microcomputer Interfacing — Part B** **Credit 2 (2-0)**  
A continuation of ELN 0221A. The course will primarily concentrate on interfacing an 8 bit microprocessor and systems trouble-shooting techniques.  
Prerequisite: ELN 0221A
- ELN 0222 Linear I.C. and Pulse Shaping** **Credit 4 (3-2)**  
A study of linear integrated circuit devices with special emphasis on applications. Topics include operational amplifiers, comparators, voltage regulators, 555 timers, bistable, astable, and monostable multivibrators.
- ELN 0231 Microcomputer Based System Troubleshooting** **Credit 6 (4-4)**  
Upon completion of this course, student should be able to (1) Performance testing: a. chip select, b. data/address bus, and c. display, keyboard; (2) Logic probe and application; (3) Static control testing; (4) Oscilloscope multiplexer; (5) Signature analyzer; (6) Computer interfacing; (7) Input/Output troubleshooting; (8) Omnilogic logic analyzer; (9) Using logic analyzer in computer troubleshooting; (10) Fluke 9010A computer troubleshooter; (11) Programming Fluke 9010 computer troubleshooter.  
Prerequisite: Understanding of microprocessor system
- ELN 0232 Electronics Design Project** **Credit 4 (1-6)**  
A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data, formulate a theoretical model, construct tests, and evaluate a working model of the selected project.  
Prerequisites: ELN 0212, ELN 0220, ELN 0221, ELN 0222
- ELN 0233 Laser Technology & Fiber Optics** **Credit 3 (2-2)**  
Upon completion of this course, the student should be able to: (1) Define basic optical terms and concepts related to lasers; (2) Compare characteristics of laser



light to the characteristics of "ordinary light"; (3) List the essential components of all lasers; (4) Explain the function of each laser component in relationship to laser operation; (5) Identify the various types of common lasers by their output characteristics; (6) Match a type of laser to a given application; (7) Recognize the safety hazards associated with the different classifications of lasers; (8) Choose accessories to use with the different lasers in a given application; (9) Calculate the power density at the focal point of a lens if the laser and optical parameters are given; (10) Describe the factors that affect the length and data rate of fiber optic link; (11) Explain the function and operation of fiber optics interconnection devices and discuss the cost-versus-performance factors for each type.

Prerequisite: See Instructor

**ELN 0234 AC/DC Motors Credit 5 (3-4)**

The study of basic AC and DC motors and control devices. Course to include, but not limited to, motor theory, transformers, pushbuttons, contractors, circuit breakers, indicators and relays.

**ELN 0235 PLC Credit 5 (3-4)**

The study of basic programmable logic controllers to include: theory of operation, numbering systems, ladder logic programming, applications, and systems troubleshooting techniques.

**ELN 1102 Electrical Fundamentals Credit 4 (2-6)**

A study of the basic theory and operation characteristics of the saturable reactor; vacuum tubes; PN devices used in basic rectification and regulating circuits; the transistor used in basic amplifier switching modulation and oscillation circuits; and integrated circuits used in basic differential and operational amplifiers. Elemental circuits are constructed and analyzed, using basic test equipment in laboratory experiments.

Prerequisites: ELN 1113

**ELN 1104 Digital Controls & Circuits Credit 8 (4-12)**

An intermediate course in digital integrates circuits and their use. An in-depth investigation of flip-flops, registers, sequential and combination logic circuits and digital troubleshoot techniques will be presented.

**ELN 1118 Industrial Electronics Credit 4 (3-3)**

Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications.

Prerequisite: ELC 1113

**ELN 1119 Industrial Electronics II Credit 4 (3-3)**

Basic industrial electronic systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyatron tubes, and other basic types of systems commonly found in most industries.

Prerequisite: ELN 1118

**ELN 1121 Digital Fundamentals Credit 8 (5-9)**

A continuation of ELN 1102. The study of number systems, codes, logic gates, flip flops counters, basic arithmetic, logic, data storage devices, memories, D.A. converters, and A.D. converters. Elemental circuits are constructed and analyzed, using basic test equipment, and LE readouts.

**ELN 1124 Introduction to Microprocessors Credit 4 (3-3)**

A study of microprocessors-architecture/organization. Working with data sheets in developing simplified instruction sets in assembly and machine language. The



# COURSE DESCRIPTIONS

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interfacing of the microcompressor with I/O parts. Develop a knowledge of static and dynamic testing using volt meters, logic probes, and the oscilloscope. Program microcompressors based equipment and analysis. The address, data, and central bus's using an oscilloscope, logic and signature analysisism.

- ENG 0101      Grammar      Credit 3 (3-0)**  
Designed to aid the student in the improvement of self-expression. The approach is functional with emphasis on grammar, diction, sentence structure, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.
- ENG 0101D      Grammar      Credit 3 (3-0)**  
A developmental approach to English grammar designed for the student who needs a comprehensive review of the basics. It includes such components as capitalization, spelling, subject/verb agreement, and pronoun/antecedent agreement. All instruction is competency-based and non-competitive.
- ENG 0102      Composition      Credit 3 (3-0)**  
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition. Correct word usage and punctuation is also covered.  
Prerequisite: ENG 0101
- ENG 0103      Report Writing      Credit 3 (3-0)**  
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices, are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in the student's curriculum.  
Prerequisites: ENG 0101, ENG 0102
- ENG 0157      Parliamentary Procedures      Credit 3 (3-0)**  
A mini course which covers principles to develop effective meeting skills and understanding of the rules and procedures of parliamentary procedures, the four classes of motions and their order of precedence, placing and voting on motions before the meeting, parliamentary procedure terminology, and the power of the chair.
- ENG 0204      Oral Communications      Credit 3 (3-0)**  
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective and oral presentation. Particular attention is given to conducting meetings, conferences, and interviews.  
Prerequisite: ENG 0101
- ENG 0206      Business Communications      Credit 3 (3-0)**  
Develops skills in business letter writing by detailing approaches to various types of letters. Included are units on proofreading, conducting business meetings, business vocabulary, memo drafting, and review of oral presentations procedures.  
Prerequisites: ENG 0101, ENG 0102
- ENG 0210      Children's Literature      Credit 3 (3-0)**  
Designed to familiarize students with the well-known authors and illustrators of children's literature and to introduce them to the best quality books for young people. Stress is also placed on the use of these materials with the children in order to obtain maximum pleasure and learning.



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- ENG 0211    Modern American Literature    Credit 3 (3-0)**  
Important writers and ideas of modern American literature, including such authors as Faulkner, Eliot, Hemingway, Cummings.
- ENG 0212    American Literature of the Romantic Period    Credit 3 (3-0)**  
Important writers and ideas of the period of American romanticism, from Irving through Whitman, including such authors as Poe, Emerson, Thoreau, Hawthorne, Melville.
- ENG 0213    American Folklore    Credit 3 (3-0)**  
Introduction to the nature of folklore. Emphasis on literary folklore, including myths, legends, ballads, songs, tall tales, hero tales and ghost stories.
- ENG 0214    American Indian Literature    Credit 3 (3-0)**  
Survey of American Indian literature, ranging from the oral tradition to the poems and novels of contemporary writers (including such writers as N. Scott Momaday, James Welch, and Leslie M. Silko).
- ENG 0215    Women and Literature    Credit 3 (3-0)**  
Selected topics focusing on women and literature such as images of women, women as writers, and women as literary critics.
- ENG 0216    Modern Fiction    Credit 3 (3-0)**  
This course introduces modern fiction through studying the work of eight to ten major writers from various nationalities. In addition to surveying the cultural and biographical background of each writer, the course includes a critical study of one of the writer's representative works.
- ENG 0217    Studies in Poetry    Credit 3 (3-0)**  
Exploration of the significance of poetry for thought and human experience. A thematic study of poetic styles.
- ENG 0218    Voice and Diction    Credit 3 (3-0)**  
A course designed for students to improve voice production and vocal expressiveness. Activities will improve clarity, articulation, rate, and overall diction.
- ENG 0219    Storytelling    Credit 3 (3-0)**  
This course introduces the student to the ancient art of storytelling and the oral tradition of folk literature. Topics to be explored include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art.
- ENG 0250    Reference Manual    Credit 3 (3-0)**  
A thorough coverage of McGraw-Hill Publishers THE GREGG REFERENCE MANUAL, the style authority adopted by the college. The manual contains spelling, vocabulary, grammar review, letter make-up, use of numbers, homonyms, abbreviations, etc.
- ENG 0260    Journalism    Credit 3 (3-0)**  
A workshop course designed to expose students to the techniques of writing news and feature stories, methods of preparing layouts, and copy editing.
- ENG 1101    Reading Improvement    Credit 2 (2-0)**  
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units.



# **COURSE DESCRIPTIONS**

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- ENG 1102      Communication Skills      Credit 3 (3-0)**  
Designed to promote effective communication through correct language usage in speaking and writing.
- FAS 0101      Introduction to Fashion Merchandising/Marketing      Credit 3 (3-0)**  
Covers the nature of the business enterprises, and the industrial practices involved in the design, production, retailing and consumption of fashion products, with major emphasis on marketing activities and interrelationships.
- FAS 0102      Elements and Coordination of Fashion      Credit 3 (3-0)**  
Examines the dynamics, language and coordination of fashion and analyzes the basic styles, sizes, construction, and workmanship of apparel products.
- FAS 0103      Fashion Accessories      Credit 3 (3-0)**  
Concerns itself with the properties, characteristics, and construction of leather, fur, hosiery, intimate apparel, belts, umbrellas, millinery, wigs, jewelry, and cosmetics as they affect the knowledgeable buying and selling of these products.
- FAS 0104      Fashion Sketching      Credit 3 (2-2)**  
To help students develop fashion sketching techniques for promotion designs which are already complete, and also for illustrations in magazines, newspapers, poster design and display. Also, enables students to acquire knowledge of figure proportions.
- FAS 0108      Fashion Salesmanship      Credit 3 (3-0)**  
Covers the principles of salesmanship and their application to creative and effective techniques for selling fashion products, by means of role-playing various selling situations.
- FAS 0208      Applied Fashion Merchandising      Credit 3 (1-4)**  
Provides students with opportunities to test and apply retail merchandising principles, practices and techniques, through the actual operation and management of a retail store.
- FAS 0209      Modeling      Credit 3 (2-2)**  
This course is designed to cover the basics involved in pursuing a modeling career. Subjects included are exercise, nutrition, hair and skin care, and poise. The student who does not plan a professional modeling career also benefits by gaining poise and self-confidence.
- FAS 0210      Fashion Sales Promotion I      Credit 4 (3-2)**  
An introduction to sales promotion activities for all marketing levels with concentration on the specialized techniques and procedures employed to implement the activities of advertising and copywriting.
- FAS 0211      Fashion Sales Promotion II      Credit 4 (3-2)**  
Covers the types and objectives of the different sales promotion activities that are used to sell fashion products, and the specialized techniques and procedures that are employed to implement fashion shows, special events and publicity, culminating with the presentation of a fashion show.
- FAS 0215      Fashion Merchandising Field Study      Credit 3 (3-0)**  
FAS 0215 is a field study trip to New York City involving seminars with experts in the fashion merchandising field. Includes tours of major retail operations and showroom; seminars with designers and fashion specialists; and attendance at a Broadway show followed by a tour of the costume department.
- FRE 0101      Beginning French      Credit 3 (3-0)**  
This course in basic French is designed to enable the student to discriminate



between and pronounce French vowels and consonants, form simple words and sentences, acquire basic rules of grammar, and use common idioms. Equal emphasis is on comprehension, pronunciation, reading, and writing in French.

**FRE 0102 Intermediate French Credit 3 (3-0)**

Review of French grammar with conversation and composition based on selected readings. Practice in reading and speaking with proper rhythm and intonation.

**GEO 0101 Introduction to Geology Credit 3 (3-0)**

The nature and occurrence of rocks and minerals, together with crystal features of the earth's surface. Laboratory work devoted to a study of rocks and minerals and their structure and occurrence.

**GER 0101 Beginning German Credit 3 (3-0)**

Fundamentals of the German language, including speaking, comprehension, reading, and writing.

**GER 0102 Intermediate German Credit 3 (3-0)**

Review of grammar, composition and conversation, based upon readings on the culture and civilization of German-speaking countries.

**HED 0120 First Aid Credit 3 (3-0)**

A study of health and safety practices necessary for work with young children and a study of first aid practices.

**HED 0125 Whole Wellness Credit 3 (3-0)**

The course is designed to teach the various aspects of wellness which includes exercise and fitness, hypertension and heart disease, nutrition and weight control, stress management, alcohol and drug abuse, cancer risk, smoking cessation, safety and first aid.

**HIS 0101 American History I Credit 3 (3-0)**

A survey of the development of the American Nation, from the discovery of America to the outbreak of the Civil War.

**HIS 0102 American History II Credit 3 (3-0)**

A continuing survey of the development of the American Nation from the outbreak of the Civil War to the present.

**HIS 0103 North Carolina History Credit 3 (3-0)**

A study of the history of North Carolina from its colonial beginnings to the present.

**HIS 0104 Art History Credit 3 (3-0)**

A general overview of the leading artists and periods of art in Western Europe. The changes in art and styles beginning 476 to present. Field trips are included.

**HIS 0105 Introduction to Historic Preservation Credit 3 (3-0)**

Historic preservation is a diverse field combining many different disciplines. This course explores the meaning and methods of preserving America's cultural heritage. Topics include American architectural styles, architectural terms, the history of the preservation movement, preservation legislation, and methods of preservation.

**HOR 1144 Plant Propagation Credit 4 (3-2)**

A study of basic concepts and principles of sexual and asexual propagation. Techniques are learned through practical exercises conducted in laboratory sessions. Emphasis is given to those propagation methods widely utilized in the horticulture industry.



# COURSE DESCRIPTIONS

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- HOR 1147 Indoor Plants and Herbaceous Plants Credit 4 (2-4)**  
A study of identification, selection, cultural requirements, and maintenance of plants used for indoor settings, residences, shopping centers, commercial buildings and other dwellings. Emphasis is also placed on interiorscape plans.
- HOR 1147A Indoor Plants and Herbaceous Plants — Part A Credit 2 (1-2)**  
Upon completion of this part, students should be able to demonstrate a knowledge of 25 selected houseplants; identify and give control measures for 12 selected pest problems.
- HOR 1147B Indoor Plants and Herbaceous Plants — Part B Credit 2 (1-2)**  
Upon completion of this part, students should be able to demonstrate a knowledge of 50 selected plants, list the physical characteristics and the uses in the landscape.
- HOR 1149 Horticulture Pest and Control Credit 5 (4-2)**  
A study of the detection, identification, and control of insects and diseases that attack plant materials. The nature, structure, and importance of insects is studied. In addition, the structure and life history of various disease organisms are included.
- HOR 1149A Horticulture Pest and Control — Part A Credit 2 (2-0)**  
Upon completion of this part, students should be able to demonstrate a knowledge of insects and related animals; anatomy, physiology, growth, metamorphosis and feeding habits of 25 selected insects.
- HOR 1149B Horticulture Pest and Control — Part B Credit 3 (2-2)**  
Upon completion of this part, students should be able to demonstrate a knowledge of 25 selected weeds and diseases; the selection, application, and safety procedures in chemical control.
- HOR 1151 Plant Materials I Credit 4 (2-4)**  
This course provides an introduction to the study of ornamental shrubs, annual, biennial and perennial plants, groundcovers, and vines that are used for landscape purposes. Students are required to identify each plant by its common and scientific name, describe its major uses in the landscape, and provide information on its cultural requirements.





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- HOR 1152 Plant Materials II Credit 4 (2-4)**  
A study of selected evergreen and deciduous trees including large shrubs which are often considered small trees that are designed for landscape purposes. Identification, cultural requirements, and uses of selected trees and large shrubs will be covered.  
Prerequisite: HOR 1151
- HOR 1224 Landscape Maintenance Credit 4 (2-4)**  
The principles and techniques of maintaining lawns, shrubs, trees, flowers, bulbs, and other plantings. Included is fertilization, disease control, pruning, irrigation, and proper use of various herbicides and pesticides.  
Prerequisite: HOR 1151, HOR 1152.
- HOR 1224A Landscape Maintenance — Part A Credit 2 (1-2)**  
Upon completion of this part, students should be able to demonstrate a knowledge of appropriate plant selection, soil problems and solutions, fertilization, and pruning of 20 selected trees and shrubs.
- HOR 1224B Landscape Maintenance — Part B Credit 2 (1-2)**  
Upon completion of this part, students should be able to demonstrate a knowledge and identification of 5 turf grasses and their cultural requirements, selected horticultural pests and appropriate controls, basic requirements for successful landscape maintenance business including job estimating.
- HOR 1250 Small Fruits and Vegetables Credit 4 (3-2)**  
A study of the fundamentals of small fruit and vegetable production. Varieties, new methods of production and care, and marketing aspects will be covered.
- HOR 1256 Nursery Management Credit 4 (2-4)**  
The production of field grown nursery stock is emphasized in this course. In addition, management practices and techniques including areas such as cost finding, price establishing, recordkeeping, planning of nursery layout of facilities, and personnel management are included.  
Prerequisite: HOR 1144, HOR 1148, AGR 1185, AGR 1201.
- HOR 1259 Garden Shop Operation and Landscape Design Credit 3 (2-2)**  
A course covering all phases of garden center operation including some of the major problems. Areas of study in this course include layout, stocking, product knowledge, traffic flow, seasonal fluctuations, risks, diversification, and merchandising. Ample time will be devoted to visitations to established garden center operations.
- HOR 1260 Landscape Design/Build Credit 4 (2-4)**  
This course is designed to teach the student how to plan the total landscape environment. Emphasis will be placed on the construction of/and proper placement of masonry walls, rock walls, patios, walks, etc., blending them in with appropriate plant materials.
- HOR 1260A Landscape Design/Build Credit 2 (1-2)**  
Upon completion of this part the student should be able to demonstrate a knowledge of design principles, environmental factors, circulation patterns, privacy considerations; form and texture.
- HOR 1260B Landscape Design/Build Credit 2 (1-2)**  
Upon completion of this part the student should be able to demonstrate a knowledge of appropriate plant selection, placement of walks, walls, pools, decks, etc., and to create detailed designs for on/off campus locations.  
Prerequisite: HOR 1260-Part A; HOR 1151, HOR 1152.



# COURSE DESCRIPTIONS

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- HOR 1261      Greenhouse Production      Credit 4 (2-4)**  
The production of greenhouse crops is emphasized in this course. In addition, management practices and techniques including crop scheduling, record keeping, price establishing, and marketing are included. This is a "hands on" class with each student growing several greenhouse crops during the quarter.
- HOR 1264      Greenhouse Management      Credit 4 (2-4)**  
A study of the fundamentals and practices in greenhouse plant production, including the control of heat, light, ventilation, and humidity. Construction and management of plastic, glass, and fiberglass greenhouses is studied. Crop studies include both cut flower and pot plant crops.  
Prerequisites: HOR 1144, HOR 1148, AGR 1201.
- HUM 0110      History of Costume      Credit 3 (3-0)**  
A study of the costumes of the ancient world. Europe and America and the effects of the social environment upon appearance and the evaluation of garments with special emphasis on the influence of history on modern concepts of dress.
- ISC 0102      Industrial Safety      Credit 3 (3-0)**  
Management and supervisory responsibility for fire and accident prevention, accident reports, good housekeeping, machine guarding, personnel protective equipment, industrial accident code and fire regulations, the first aid department, job instruction and safety instruction, company rules and enforcements are covered. This is all related to OSHA with exercises in the use and interpretation of the Federally published standards.
- ISC 0151      Textile Technology      Credit 3 (3-0)**  
Textile Technology is designed to introduce a student to the materials and processes used in the textile industry. The course starts with consideration of the popular fibers used and progressing through the several stages in the manufacture of various types of yarn, the making of fabrics by weaving, knitting and other means, finishing, dyeing and printing of fabrics, and concludes with comparisons of characteristics among natural, regenerated and synthetic materials. Participants will gain a knowledge of and appreciation for the ingenuity and procedures practiced in our important textile industry as well as knowledge of its diversity of products.
- ISC 0201      Statistical Quality Control      Credit 3 (3-0)**  
"Quality, Productivity and Competitive Position." Course consists of 16 videotape lectures by Dr. W. Edwards Deming, leading authority on statistical quality control from Massachusetts Institute of Technology. Course argues for a new philosophy of management to achieve quality, productivity, and competitive position. Each videotape lesson is under the guidance of a tutor. The tutorial video instruction method accomplishes two crucial aspects of learning: learning from observation and learning from fellow students through participation and discussion.
- ISC 0202      Quality Control      Credit 6 (6-0)**  
Organization, techniques, and procedures for efficient quality control: functions, responsibilities, structure, costs reports, records, personnel and vendor-customer relationships in quality control.  
Prerequisite: MEC 0204
- ISC 0203      Quality Control in Industrial Maintenance      Credit 3 (3-0)**  
The organization, techniques, and procedures of quality control as needed by today's industrial maintenance technicians. Including a study into the functions, responsibilities, and structure of quality control.
- ISC 0204      Value Analysis      Credit 3 (3-0)**  
An opportunity to study procedures, conditions and products with the purpose



of identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.

Prerequisite: MEC 0204

- ISC 0205      Maintenance Management      Credit 3 (3-0)**  
Administration decision making, setup and inspection of various programs such as preventive maintenance, repair parts, inventory control, and organization and functions of maintenance will be introduced in this course. Various aspects of management, engineering resources analysis and maintenance facilities will be covered.
- ISC 0206      Process Planning      Credit 4 (2-6)**  
Upon completion of this course the student should be able to: 1) perform a dimensional and tolerance analysis of a product print, using tolerance charts; 2) select and plan the process of manufacture and its sequence; and 3) select the machine tool, standard and special equipment and tooling for the most economical manufacturing process.
- ISC 0209      Plant Layout      Credit 5 (5-0)**  
A practical study of factory planning with emphasis on efficient arrangements of work areas, layouts for small and medium-sized plants, selection of production and materials handling equipment. This includes a layout problem in small scale.  
Prerequisite: MEC 0204
- ISC 0210      Job Evaluation      Credit 4 (4-0)**  
How to determine and write job descriptions, evaluate and grade jobs and arrive at pay rates for production, clerical and supervisory positions.
- ISC 0211      Work Measurement      Credit 3 (3-0)**  
Principles of work simplification, job methods improvement, motion study fundamentals and time study techniques. Use of flow and process charts, multiple activity charts, operation charts, flow diagrams and methods evaluation.
- ISC 0212      Time and Motion Study      Credit 4 (2-6)**  
Upon completion of this course the student should be able to: 1) apply the general problem solving process to work methods design; 2) construct activity charts and human and machine charts; 3) apply the principles of motion economy as related to the use of human body, the work place, and to the design of tools and equipment; 4) conduct a time study, determine the rating factor and allowances, and develop a time standard; 5) use the MTM method to determine time standards; and 6) conduct work sampling.
- ISC 0250      Manufacturing Costs and Budgets      Credit 3 (3-0)**  
Since all decisions in industry involve costs and plans involve budgets, this course is an introduction to the principles involved in this important area of plant management.  
Prerequisites: MEC 0204, MAT 0152
- ISC 1101      Industrial Safety      Credit 3 (3-0)**  
A study of industrial safety practices as they pertain to employees in the metal-working trades. Specific subject matter covered includes first aid practices; general and specific safety rules that apply to machinery in machine shop and welding shops; accident reporting and records; employer and employee responsibility; mechanical safe guards; personal protective equipment; material handling; fire prevention; and the Occupational Health and Safety Act.
- MAT 0100      Fundamentals of Algebra      Credit 6 (6-0)**  
This course is designed as a concentrated presentation of the essentials of elemen-



# COURSE DESCRIPTIONS

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tary Algebra. Topics covered include solving first-degree equations in one variable, factoring, graphing linear equations, solving linear systems, and solving quadratic equations as well as other basic algebraic operations.

- MAT 0101      Technical Mathematics I      Credit 5 (5-0)**  
This course is the first in a three-quarter sequence for students in technical areas. Included is a comprehensive coverage of basic algebraic principles and processes as well as an introduction to functions. Applications to practical problems are emphasized.  
Prerequisite: Algebra I or Math 100
- MAT 0102      Technical Mathematics II      Credit 5 (5-0)**  
A continuation of MAT 0101. Advanced algebraic topics as well as trigonometric function, radians, oblique triangles, and vectors are studied in depth.  
Prerequisite: MAT 0101
- MAT 0103      Technical Mathematics III      Credit 5 (5-0)**  
The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed.  
Prerequisite: MAT 0102
- MAT 0104      Mathematics (Decimal-Metric Conversion)      Credit 3 (3-0)**  
A course involving practice problems in conversion of fractions to decimal and decimal to fractions, metric conversions to English systems, and proper use of conversion tables. Basic forms of algebraic solutions for the unknown are practiced.
- MAT 0105      Math for Allied Health Professionals      Credit 3 (3-0)**  
Accuracy in mathematical calculations is crucial to work in the health professions. Therefore, practical problems dealing with fractions, decimals, roman numerals, ratio and proportion, equations, and formulas will be covered as well as a study of the three systems of measurement used in the health related fields (metric, apothecaries, and household).
- MAT 0110      Business Mathematics      Credit 6 (6-0)**  
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, metric system, and pertinent uses of mathematics in the field of business.
- MAT 0111      Drug Dosages and Measurements      Credit 2 (2-0)**  
Safe and accurate administration of medications is a fundamental responsibility of the nurse. Therefore, this course will thoroughly cover the mathematic computations and formulas necessary for dosage calculations. The systems of measurement used in the health field (metric, apothecaries, and household) will be presented, as well as a thorough review of basic math.
- MAT 0150      Pre Algebra      Credit 5 (5-0)**  
This course is designed for the student who has had no previous experience with Algebra but who plans to take Algebra or other Algebra-based courses in the future. A review of basic mathematical operations will be followed by a detailed study of elementary algebraic concepts.
- MAT 0152      Facts and Figures      Credit 6 (6-0)**  
A review of math fundamentals and the application of mathematics to the solu-



- tions of typical problems in business and industry. It includes learning and the use of common conversion tables, measuring devices, the slide rule and other essential abilities.
- MAT 0153    Basic Mathematics    Credit 3 (3-0)**  
A developmental approach to math designed to refresh skills from whole number operations through decimals and percents. All instruction is competency-based and non-competitive.
- MAT0153D    Basic Mathematics    Credit 3 (3-0)**  
A developmental math course designed to refresh skills from whole number operations through decimals and percents. All instruction is competency-based and non-competitive.
- MAT 1101    Fundamentals of Mathematics I    Credit 4 (4-0)**  
This course, designed for the vocational student, is the study of basic math involving operations with whole numbers, fractions, decimals, percents, ratio and proportion, metric and English measurements, and basic formulas used in industry.
- MAT 1101D    Fundamentals of Mathematics    Credit 3 (3-0)**  
A developmental course in the practical use of numbers. Skills to be mastered: addition, subtraction, multiplication, division, fractions, decimals, percents, ratio and proportion, and introduction to metrics.
- MAT 1102    Fundamentals of Mathematics II    Credit 4 (4-0)**  
Designed for the vocational student, this course covers basic geometric principles and continues with a study of trigonometry. Included will be solutions of right triangles with the six trigonometric ratios and solutions of oblique triangles using the Law of Sines and the Law of Cosines. Practical problems will be emphasized.  
Prerequisite: MAT 1101
- MAT 1110    Math for Cosmetology    Credit 2 (2-0)**  
This course is designed to refresh the student on basic and business mathematics as it relates to cosmetology. Math skills reviewed are: whole numbers, fractions, decimals, ratio and proportion consumer mathematics, discounts, commission and markup.
- MAT 1111    Drug Dosages and Measurements    Credit 2 (2-0)**  
Safe and accurate administration of medications is a fundamental responsibility of the medical assistant. Therefore, this course will thoroughly cover the mathematical computations and formulas necessary for dosage calculations. The systems of measurement used in the health field (metric, apothecaries, and household) will be presented, as well as a thorough review of basic math.
- MAT 1123    Machinist Mathematics    Credit 3 (3-0)**  
Introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems: concludes with an introduction to compound angle problems.  
Prerequisite: MAT 1102
- MEC 0100    Machine Practices    Credit 3 (2-3)**  
A course designed to familiarize the student with the machine shop and machine processes. Although not an in-depth study of machine shop practice, it covers a wide variety of techniques, machines, and procedures while giving enough shop practice to enable the student to "get the feel" of most of the machines.



# COURSE DESCRIPTIONS

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- MEC 0101      Machine Processes I      Credit 3 (1-4)**  
An introductory course designed to acquaint the student with basic hand tools, safety procedures and machine processes of our modern industry. It will include a study of measuring instruments, characteristics of metals and cutting tools. The student will become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.
- MEC 0102      Machine Processes II      Credit 3 (1-4)**  
A study of advanced operations on lathe, drilling, boring, and reaming machines. Includes milling machine theory and practice. Provides a thorough study of the types of milling machines, cutters, jig and fixture devices, and the accessories used in a modern industrial plant. Safety in the operational shop is stressed.
- MEC 0105      Statics      Credit 4 (3-3)**  
A study of systems of forces acting on bodies, machines, and structures at rest and the effects of forces on objects. Topics covered included analysis of force systems; equilibrium; analysis of structures, frames, and machines; distributed forces; friction; and moment of inertia.  
Prerequisite: MAT 0102, PHY 0102
- MEC 0107      Applied Mechanics      Credit 5 (5-0)**  
Concepts and applications of statics and dynamics. Force systems, moments and couples, equilibrium, trusses, friction, centroids, center of gravity, moments of inertia, motion, work, energy momentum, and impulse are covered. Applications relating to the particular technology are introduced.  
Prerequisites: ELC 0114, PHY 0101
- MEC 0110      Fundamental Mechanics      Credit 4 (2-4)**  
A study of the purpose and actions of cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, and other mechanical devices used to transmit or control signals.  
Prerequisite: PHY 0102
- MEC 0204      Manufacturing Processes      Credit 6 (6-0)**  
A study of various manufacturing processes, the equipment, tools and materials used, the principles involved and the products produced. Films and field trips further introduce the broad subjects of Manufacturing.
- MEC 0205      Strength of Materials      Credit 4 (3-2)**  
Study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying and dynamic. Analyses of these stresses are made as applied to thin-walled cylinders and spheres, riveted and welder joints, beams, columns, and machine components.  
Prerequisites: PHY 0102, MAT 0102
- MEC 0208      Mechanical Problem Solving      Credit 3 (2-2)**  
A basic study related to special problems encountered in the mechanical area. Mechanical advantages, motors, controls, and types of movements are investigated. General mechanical operations and maintenance as well as production line problems are surveyed.  
Prerequisite: MEC 0102
- MEC 0210      Physical Metallurgy I      Credit 4 (3-2)**  
An introductory course in metallurgy covering a basic study of the properties of metals and alloys. Includes analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions. Also covers solid (crystalline) structures, methods of designating crystal planes, liquid and vapor phases, phase diagrams, and alloy systems.



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- MEC 0213      Production Planning      Credit 3 (3-0)**  
Day-to-day plant direction, forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Actual layouts are utilized for planning and control.
- MEC 0214      Shop Practice      Credit 3 (1-4)**  
A shop practice course designed to acquaint the student with basic fundamentals of installation, maintenance, and repair of machine tools. Machine maintenance and accuracy are emphasized. Slip and press fits are produced to include bearing assembly.
- MEC 0215      Compound Angles      Credit 3 (2-3)**  
Upon completion of this course, a study of special geometric solids encountered in the planning and production of jigs and fixtures, the student should be able to: 1) recognize and solve problems pertaining to the five basic types of solids; 2) convert orthographic drawings to pictorials; and 3) recognize and solve problems related to compound angular drilling and boring.
- MEC 0216      Physical Metallurgy II      Credit 5 (4-3)**  
Upon completion of this course, the student should be able to: 1) use and explain the iron carbide phase diagram; 2) perform various heat treatments on plain carbon steel; 3) discuss surface hardening treatments; 4) explain the nature and use of alloy steels, cast irons, and nonferrous materials; 5) discuss the effect of wear and corrosion; 6) identify unmarked samples; and 7) conduct basic failure analysis.
- MEC 0222      Rigging and Maerial Handling      Credit 3 (2-2)**  
Transporting, converting, transferring, self-loading and bulk-handling equipment will be introduced. Use of wire rope, slings, chains, scaffolds, and ladders will be investigated. Proper storage of materials will also be covered.
- MEC 0235      Hydraulics & Pneumatics      Credit 4 (3-2)**  
An examination of the basic theories of hydraulic and pneumatic systems with a look at combinations of systems in various circuits. Includes basic designs and functions of circuits and motors, electrohydraulic servomechanisms, plumbing, filtration, accumulators, and reservoirs.
- MEC 0298      Tool and Die Design      Credit 4 (2-6)**  
Upon completion of this course, a study of the knowledge and skills needed for the design of tools, fixtures and dies, the student should be able to: 1) design simple point and multiple point cutting tools; 2) design and draw jigs and fixtures; 3) design piercing and planning dies; 4) design pending and forming dies; and 5) complete a design project.
- MEC 0299      General Maintenance and Repair      Credit 3 (2-2)**  
The purpose of this course is to broaden the experiences of the student in the areas of mechanics. Problems involving various types of equipment will be given to demonstrate the check list method of maintenance and preventative maintenance. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances is stressed for pre-stat inspection. This course is a wide-based study in everyday manufacturing problems and solutions.
- MEC 1101      Machine Shop Theory and Practice I      Credit 7 (3-12)**  
An introduction to the metalworking trade as it relates to machining operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments. Operations on engine lathes, drilling machines, metal cutting saws, milling machines, and bench grinders will also be covered.



# COURSE DESCRIPTIONS

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- MEC 1101A Machine Shop Theory and Practice IA Credit 3 (1-6)**  
An introduction to the metalworking trade as it relates to machining operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments.
- MEC 1101B Machine Shop Theory and Practice IB Credit 4 (2-6)**  
Operations on engine lathes, drilling machines, metal cutting saws, milling machine, and bench grinders will be covered.  
Prerequisite: MEC 1101A
- MEC 1102 Machine Shop Theory and Practice II Credit 7 (3-12)**  
An introduction to the assembly of parts, fits, hand broaches, screw and tap extractors, set-up equipment, inspection tools, gauges, buffing and polishing, and surface grinders. Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous band cut-off saws, contour band saws, lathes, power drills, and milling machines.  
Prerequisite: MEC 1101
- MEC 1102A Machine Shop Theory and Practice IIA Credit 3 (1-6)**  
An introduction to the assembly of parts, fits, hand broaches, screw and tap extractors, set-up equipment, inspection tools, gauges, buffing and polishing, and surface grinders.  
Prerequisite: MEC 1101
- MEC 1102B Machine Shop Theory and Practice IIB Credit 4 (2-6)**  
Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous band cut-off saws, contour band saws, lathes, power drills, and milling machines.  
Prerequisites: MEC 1101, MEC 1102A
- MEC 1103 Machine Shop Theory and Practice III Credit 7 (3-12)**  
Additional instruction and practice in the use of precision measuring tools, milling machines, and surface grinders. Practice in setting up and operating machine tools including the selection and use of work holding devices, feeds and speeds, special heads and tables, cutting tools, and coolants. Instruction and practice in the use of power feed drills and abrasive saws.  
Prerequisites: MEC 1101, MEC 1102
- MEC 1103A Machine Shop Theory and Practice IIIA Credit 3 (1-6)**  
Additional instruction and practice in the use of precision measuring tools, milling machines, and surface grinders. Instruction and practice in the use of power feed drills and abrasive saws.  
Prerequisites: MEC 1101, MEC 1102
- MEC 1103B Machine Shop Theory and Practice IIIB Credit 4 (2-6)**  
Practice in setting up and operating machine tools including the selection and use of work holding devices, feeds and speeds, special heads and tables, cutting tools and coolants.  
Prerequisites: MEC 1101, MEC 1102, MEC 1103A
- MEC 1104 Machine Shop Theory and Practice IV Credit 7 (3-12)**  
The student will work to required tolerances setting up and operating machine tools. An introduction to turret lathes, advanced milling machine operations, special machining operations, and special machines. Also covered will be grinding specific surfaces using hand, surface and cylindrical grinders, and lapping and honing parts to specified tolerances.  
Prerequisites: MEC 1101, MEC 1102, MEC 1103



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- MEC 1104A Machine Shop Theory and Practice IVA Credit 3 (1-6)**  
The student will work to required tolerances setting up and operating machine tools. An introduction to turret lathes, advanced milling machine operations, special machining operations, and special machines.  
Prerequisites: MEC 1101, MEC 1102, MEC 1103
- MEC 1104B Machine Shop Theory and Practice IVB Credit 4 (2-6)**  
Covered will be grinding specific surfaces using hand, surface, and cylindrical grinders, and lapping and honing parts to specified tolerances.  
Prerequisites: MEC 1101, MEC 1102, MEC 1103, MEC 1104A
- MEC 1105 Computer Numerical Control Machining I Credit 3 (2-2)**  
This course is an introduction to CNC programming using the "machinist" language. Program writing, editing, and execution are stressed. Machine operations such as drilling and some milling cycles are used as a basis for application. Mirror Image and circular milling are examples of applications covered for both drilling and milling operations.  
Prerequisite: MEC 1101
- MEC 1106 Computer Numerical Control Machining II Credit 3 (2-2)**  
A continuation of MEC 1105 with advanced work in milling and drilling operations. Helical interpolation, polar coordinate programming, canned cycles, rectangular and circular pocket milling are some of the specific items covered. Demonstrated student skills in these and other areas will serve as a basis for satisfactory completion of the course.  
Prerequisite: MEC 1105
- MEC 1112 Machine Shop Processes Credit 2 (0-6)**  
To acquaint the student with procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.
- MEC 1117 Machine Repair Credit 3 (2-3)**  
This course is designed to acquaint the student with the moveable parts of machine tools, the basic methods of joining these parts together, adjustments necessary to obtain satisfactory service, removal and reinstallation of worn parts, uses of lubricants as applied to machine tools, safety precautions as described as OSHA.
- MEC 1122 Practical Metallurgy Credit 4 (3-2)**  
This course is designed to familiarize the student with ferrous and nonferrous metals. Production and application practices are covered along with the SAE-AISI designation systems. Heat treatment of metals, with emphasis on low and high carbon steels, part design for heat treating purposes, and the use of testing equipment are included. Powder metallurgy is also introduced.
- MED 0101 Medical Terminology Credit 2 (1-2)**  
This course is designed to introduce the students to the medical language by word parts, analyzing and defining of terms and to word building. The course approaches medical terminology by body systems emphasizing anatomical, medical diagnostic, surgical and diagnostic procedural terms for each system.
- MED 0102 Advanced Medical Terminology Credit 2 (1-2)**  
This course reviews principles of medical word building and other diagnostic procedural terms that are not a part of MED 0101. The course incorporates computer work as a didactic feature.  
Prerequisite: MED 0101



# COURSE DESCRIPTIONS

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- MOA 1101      Orientation to Medical Office Assisting      Credit 3 (3-0)**  
An introduction to the role of Medical Assisting and to medical terminology. Emphasis is placed on professional attitude and behavior, patient psychology, history of medicine, and basic skills in the duties of receptionist and medical secretary.
- MOA 1102      Medical Office Administration      Credit 5 (5-0)**  
Continuation of MOA 1101. This course covers administrative duties including telephone technique, processing of mail, reception of patients, scheduling of appointments, travel arrangements, filing systems, medical and non-medical records, professional fees and credit arrangements, billing and collection procedures, banking, written communications, editorial duties, office management, and facilities and equipment.  
Prerequisites: ENG 1102, MOA 1101, and BUS 1100.
- MOA 1103      Medical Terminology      Credit 6 (6-0)**  
This course is designed to introduce students to the medical language by word parts, analyzing and defining of terms, and word building. The course approaches medical terminology by body systems, emphasizing anatomical, medical, diagnostic, surgical, and diagnostic procedural terms for each system.
- MOA 1201      Medical Ethics and Law      Credit 3 (3-0)**  
A study of the legal relationships of physician and patient, creation and termination of a contract, professional liability, malpractice, tort liability, breach of contract, the Medical Practice Acts, A.M.A. Principles of Medical Ethics, types of medical practice, and medical care health insurance plans.
- MOA 1202      Medical Economics and Accounting      Credit 3 (2-2)**  
A study of the basic principles of both medical economics and accounting including journalizing, posting to ledgers, and preparing financial statements. Appropriate forms, payroll records, report preparation, and record-keeping devices, as they pertain to the medical office will be classified and summarized. Upon completion of this course, students should be able to: keep a single entry set of books; maintain peg board; maintain a checking account; follow an efficient billing schedule; compose effective collection letters; apply rules for telephone requests for payment; handle special collection problems; explain medical fees and assist patients in planning financing of medical care.  
Prerequisites: MOA 1102 and EDP 1102
- MOA 1203      Pharmacology for Medical Assisting      Credit 3 (3-0)**  
An introductory course in pharmacotherapeutics. Medication sources, preparations, actions, standards, and names are presented. Emphasis is placed on correct preparation, safe administration, and client's response to medications. Actions and other pharmacologic properties of medication in each classification are presented. Upon completion of the course, students should be able to identify major drugs and/or drug groups, recognize side effects, describe interaction of drugs, and relate various methods of administration of drugs to reactions.  
Prerequisite: MAT 1111
- MOA 1301      Medical Insurance and Coding      Credit 3 (3-0)**  
A study of the types of insurance coverage most commonly used in medical facilities. Also included are basic medical and insurance abbreviations and terms, current procedural and diagnostic codings, and preparation of insurance forms.  
Prerequisites: MOA 1102 and EDP 1102
- MOA 1302      Medical Lab Fundamentals      Credit 3 (2-2)**  
Course is designed to introduce the student to the various laboratory procedures necessary to aid the physician in diagnosing the patient's problems. Emphasis



is placed on microbiological theory and aseptic technique, as well as on student's ability to relate diagnostic and therapeutic procedures to basic body functions and correlate these procedures to assisting with physical examination.

- MOA 1303      Clinical Lab I      Credit 5 (2-6)**  
Studies include the recognition of principles of clinical performance and development of techniques necessary for functioning as a medical assistant. Topics emphasized are: office housekeeping procedures; identification, storage, care, and ordering of equipment and supplies; medical and surgical asepsis; examination room procedures; body mechanics; clinical pharmacology; and nutrition and diet therapy.  
Corequisite: MOA 1302.      Prerequisite: MOA 1103
- MOA 1402      Laboratory Procedures      Credit 5 (2-6)**  
Continuation of MOA 1302. Course emphasizes laboratory rules of safety and responsible handling of equipment and reagents; identification of equipment, glassware, and supplies by sight and use; study of principles and procedures relative to hematology, bacteriology, immunology, and urinalysis. Upon completion of the course, the student should be familiar not only with the procedures, but also with the purposes of the procedures and the norm ranges for the results; additionally, the student should be able to demonstrate proficiency in collecting specimens and carrying out routine laboratory examinations.  
Prerequisite: Completion of first 2 quarters.      Corequisite: MOA 1403
- MOA 1403      Clinical Lab II      Credit 5 (2-6)**  
Continuation of MOA 1303. Studies include advanced examination room procedures, including patient instruction; selection and preparation of sterile supplies and equipment for surgical procedures; simple examination or treatment procedures such as obtaining vital signs, applying dressings, and conducting ear and eye irrigations and instillations; preparation and administration of medications; orientation to electrocardiography and x-ray; first aid and CPR; and professional behavior as demonstrated by dependability, responsibility, and initiative.  
Prerequisite: Completion of first 2 quarters.  
Corequisite: MOA 1402
- MOA 1404      Medical Office Practice      Credit 7 (0-21)**  
This course is a practicum in Medical Assisting. Each student is assigned to a physician's office, clinic, or out-patient department. Upon completion of this course, students should be able to perform the duties of the medical assistant as they apply to the assigned office; demonstrate professional and communication skills necessary for the effective care of the patient; and express an understanding of the practice of comprehensive health care in the community.  
Prerequisite: Completion of the first 3 quarters
- MUS 0102      Recreational Music      Credit 3 (3-0)**  
Develops an understanding of the value and use of music in a recreation program. The instruments, aids, and materials used are given special attention. Practice sessions and demonstration of teaching techniques and skills.
- MUS 0201      Survey of American Music      Credit 3 (3-0)**  
Survey of the history and styles of music which is composed or has had its origin in the United States. Emphasis on selected music of other countries which has influenced or has been influenced by American music.
- MUS 0210      Music for Young Children      Credit 3 (3-0)**  
To provide the student with some understanding of music as a learning tool for the young child. Students participate in song, dance and rhythmic activities which are appropriate to the interest and musical developmental level of young children.



# COURSE DESCRIPTIONS

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- NUR 0101      Nursing Fundamentals      Credit 9 (6-4-3)**  
An introduction to nursing, the health care system, the concept of wellness-illness continuum and the nursing process. The nursing process is used to assess the 14 basic human needs of man. Emphasis is placed on the therapeutic communication. Theory, scientific principles, and procedures for basic nursing skills are taught, demonstrated, and practiced in class and the nursing laboratory, and clinical area.  
Corequisites: BIO 0101, PHY 0151, NUT 0101
- NUR 0102      Nursing Adults and Children I      Credit 10 (6-0-12)**  
An introduction to medical-surgical nursing theory and clinical practice utilizing the nursing process and nursing diagnosis concepts. Client assessment, identification of common problems, making the nursing diagnosis, and planning and evaluating client care will be discussed for children and adult clients with infectious disease, surgical needs, cancer, terminal illness, and diseases of musculo-skeletal and gastro intestinal systems. Diet therapy and pharmacotherapeutics are included in the client care used as a basis for planning nursing care.  
Prerequisite: BIO 0101, PSY 0151, NUT 0101, NUR 0101  
Corequisites: BIO 0102, PSY 0107, MAT 0111
- NUR 0103      Nursing Adults and Children II      Credit 10 (6-0-12)**  
Continuation of medical-surgical nursing theory and clinical practice utilizing the nursing process and nursing diagnosis concepts. Client assessment, identification of common problems, making the nursing diagnosis and planning client care will be discussed for adults and children with diseases of cardiovascular, urinary, reproductive, respiratory, and endocrine systems. Diet therapy and pharmacotherapeutics are included in the care plan. Content related to nursing care of the pediatric and geriatric client will be included. Physical assessment skills will be discussed with each system and integration of skills will be highlighted. (Orem's Self-Care Model and Roy's Adaptation Model will be used as a basis for planning nursing care.)  
Prerequisite: NUR 0102
- NUR 0105      Pharmacology      Credit 3 (3-0)**  
An introduction course in pharmacotherapeutics. Medication sources, preparations, actions, standards, and names are presented. Emphasis is placed on correct preparation, safe administration, and client's response to medications. Actions and other pharmacologic properties of medications in each classification are presented. Assessment of the client before and after medication administration is stressed. Practice in preparation and steps in administration of oral and parenteral medicine are planned for in the laboratory and the clinical areas.  
Prerequisites: MAT 0111
- NUR 0201      Nursing Process and Client Assessment      Credit 3 (2-2-0)**  
Nursing Process and Client Assessment includes theory and practice in using the nursing process and client assessment skills. Laboratory experiences include demonstration and practice of techniques useful in assessing the skin, head, neck, chest, cardiovascular system, breasts, genitourinary system, abdomen, musculoskeletal system, neurosensory system, and general health status. Required for graduate and licensed practical nurses before entry into the fourth quarter of the Associate Degree Nursing Program (T-059).
- NUR 0202      Maternal and Newborn Nursing      Credit 11 (6-0-15)**  
Introduces the basic and more complex concepts in obstetrical nursing. Nursing process and nursing diagnosis are used to assess the family, identify common problems, and plan family care during the antepartal, intrapartal, postpartal, and newborn periods. Common and more complex problems of pregnancy and the newborn are also studied. Clinical experiences include using the nursing process



to assess, diagnose, plan, implement, and evaluate nursing care for the intrapartal, postpartal, and newborn clients in normal and more complex situations.  
Prerequisites: BIO 0101, NUR 0103, NUR 0105, BIO 0102

**NUR 0203      Mental Health Nursing      Credit 13 (8-0-15)**

Mental Health Nursing provides assessing the dynamics of behavior and identifying interpersonal needs. Emphasis is placed on communications and interpersonal interviews as a means of attaining these goals. Mental health nursing and psychiatric concepts, basic psychiatric care and problematic behavior and nursing actions are included. Selected class and clinical learning experiences involve the therapeutic use of self with the patient in identifying human needs and problems using goal-directed approaches and evaluating results as a continuous process in coping behaviors. Selection of learning experiences in class and clinical is influenced by an assessment of students' needs in relation to the course objectives. Students are encouraged to view themselves and the patients as individuals with individual needs and mechanisms of adjustment.  
Prerequisites: PSY 0151, PSY 0107, NUR 0103

**NUR 0201      Nursing Adults and Children III      Credit 11 (6-0-15)**

Advanced medical-surgical nursing theory and clinical practice in caring for adults and children with special care needs related to cardiovascular, respiratory, neurological, chemical-thermal, multiple trauma, renal, and transplantation. Diet therapy and pharmacotherapeutics are integrated into the curriculum. Primary and secondary assessment skills are stressed while Roy's adaptation model provides the structure for the nursing process.

**NUR 0205      Nursing Adults and Children IV      Credit 11 (6-0-15)**

The focus on the course is the development of skill in the application of leadership and management principles in functioning as a health team member and then, as a leader/manager. Previous learning will be built upon for integration and synthesis. In the clinical component of the course, students will provide comprehensive care to individuals and groups of patients. Group process theories are reviewed and implemented. Emphasis will be placed upon collaboration with other team members in assessing, planning, implementing, and evaluating nursing interventions. Roy's adaptation model provides structure and change theory is explored in-depth. Students will also explore strategies for successful test-taking in preparation for NCLEX.

Prerequisites: NUR 0103, NUR 0105, NUR 0201, NUR 0203, NUR 0204

**NUR 0206      Nursing Seminar      Credit 2 (2-0)**

This seminar is designed to provide opportunities for discussion of issues and trends in nursing education, nursing practice, and the legal aspects. Responsibilities of the nurse to self, to the health team and community are stressed as well as the role of the registered nurse in selected practice services.

**NUR 1106      Practical Nursing Seminar      Credit 3 (3-0-0)**

Practical nursing seminar provides an introduction to the legal aspects of nursing practice. The more common legal problems and ways to avoid legal entanglements are discussed. Ethical and legal responsibility in controversial nursing situations are presented and discussed. Professional organizations are presented with emphasis placed on those applicable for the licensed practical nurse. Roles of the Licensed Practical Nurse and job opportunities are explored in depth.  
Corequisite: NUR 1108, NUR 1109

**NUR 1108      Maternal and Newborn Nursing      Credit 6 (3-0-9)**

Using the nursing process and nursing diagnosis, the basic concepts in maternal and child nursing are introduced. Client assessment, identification of common problems, making the nursing diagnosis, and planning client care will be discussed



# COURSE DESCRIPTIONS

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for clients in the antepartum, intrapartum, postpartum, newborn, and childhood periods. Common problems of pregnancy and the newborn will be introduced. Using the systems approach, common illnesses in the stages of childhood and their impact on the child and family will be discussed.

Prerequisites: NUR 0103, NUR 0105

- NUR 1109      Nursing Adults and Children III      Credit 9 (6-0-9)**  
A continuation of medical-surgical nursing theory and clinical practice utilizing the nursing process. Client assessment, identification of acute nursing problems, planning, implementing, and evaluating care (within the scope of the Licensed Practical Nurse) will be taught. The clinical laboratory experience is conducted among patients with acute disorders of respiratory, neurological, and integumentary systems, as well as patients requiring emergency intervention.
- NUT 0101      Nutrition and Diet Therapy      Credit 3 (3-0)**  
Introduces the learning concepts of change and balance as the fundamental framework for the study of nutrition. Deals with composition of food, the digestion, absorption, and metabolism of the seven basic nutrients, and the basic four food groups. The results of deficiencies, the factors that influence food habits, and nutritional requirements in all age groups are discussed. Therapeutic diets are introduced.
- NUT 0102      Nutrition for Young Children      Credit 3 (3-0)**  
Study of basic nutrition with emphasis on (1) methods of helping young children and their families learn nutritional concepts and (2) planning balanced diets for preschool children.
- OFT 0102      Typewriting I (Keyboarding)      Credit 4 (3-2)**  
The objective of this course is a foundation for speed and accuracy. Basic training on the following: position, touch operation, mastery of keyboard, skill-building drills, and problem typing of simple business letters and tabulations.
- OFT 0102A      Typewriting I (Keyboarding) — Part A      Credit 2 (1-2)**  
The objective of this course is to develop a foundation for speed and accuracy. A mastery of the keyboard is emphasized.
- OFT 0102B      Typewriting I (Keyboarding) — Part B      Credit 2 (2-0)**  
Contains a continuation of the skill-building drills needed for mastery of the keyboard and problem typing of simple business letters and tabulations.
- OFT 0103      Typewriting II (Document Formatting)      Credit 4 (3-2)**  
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.
- OFT 0103A      Typewriting II (Document Formatting) — Part A      Credit 2 (1-2)**  
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques.
- OFT 0103B      Typewriting II (Document Formatting) — Part B      Credit 2 (2-0)**  
Stresses further mastery of correct typewriting techniques as applied in tabulation, manuscript, correspondence, and business forms.
- OFT 0104      Typewriting III (Document Production)      Credit 4 (3-2)**  
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.



**OFT 0104A Typewriting III (Document Production) – Part A Credit 2 (1-2)**

**OFT 0104B Typewriting III (Document Production) – Part B Credit 2 (2-0)**

**OFT 0106    Machine Transcription    Credit 4 (3-2)**

**OFT 0110 Business Math With Elec. Calculator Applications Credit 6 (6-0)**

<b>OFT 0112</b>	<b>Records Management</b>	<b>Credit 3 (3-0)</b>
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**OFT 0114    Administrative Office Procedures    Credit 4 (3-2)**

**OFT 0120 Professional Development Credit 3 (3-0)**

**OFT 0122    Applied Secretarial Communications    Credit 3 (3-0)**

**OFT 0173    Information Processing Concepts and Applications    Credit 4 (3-2)**

**OFT 0174    Advanced Word Processing Application    Credit 4 (3-2)**

<b>OFT 0201</b>	<b>Beginning Shorthand</b>	<b>Credit 4 (3-2)</b>
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OFT 0202    Shorthand II    Credit 4 (3-2)

159



# COURSE DESCRIPTIONS

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- OFT 0203      Shorthand III      Credit 4 (3-2)**  
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.
- OFT 0207      Machine Transcription II      Credit 4 (3-2)**  
A course designed to develop the accuracy, speed and/or vocabulary to meet the machine transcription requirements of business and professional offices in the community.
- OFT 0208      Machine Transcription III      Credit 4 (3-2)**  
A course designed to develop transcription skills for the executive office. Emphasis is placed on complete mailability of copy. Speed and accuracy, as well as language usage skills are emphasized.
- OFT 0209      Medical Transcription      Credit 3 (3-0)**  
Designed to familiarize students with seven basic medical reports, an appropriate format for transcribing the reports, and specialized rules of grammar and punctuation peculiar to dictated medical records.  
Prerequisites: OFT 0106, OFT 0201, OFT 0202, OFT 0207
- OFT 0210      Medical Insurance and Coding      Credit 3 (3-0)**  
A study of how to complete a variety of medical and dental insurance forms through hands-on experience. The latest information on electronic claims processing and coding is included.
- OFT 0211      Legal Office Transcription/Terminology      Credit 4 (3-2)**  
A course in understanding legal terminology, developing transcription skills, and following legal procedures in order to produce legal documents.  
Prerequisites: OFT 0106, OFT 0201, OFT 0202, OFT 0207
- OFT 0276      Advanced Information Processing I      Credit 4 (3-2)**  
A course designed to teach microcomputer applications with special emphasis on spreadsheets.
- OFT 0277      Advanced Information Processing II      Credit 4 (3-2)**  
This course provides training in the use of integrated software, allowing a number of applications such as word processing, spreadsheets, database management, graphics, and communications — to share data and work in a similar and consistent manner.
- OFT 0278      Office Systems      Credit 5 (5-0)**  
Designed for current or potential managers of office automation. Provides history and evolutionary perspective of the changing traditional office. Emphasizes flow and management of information and related technologies which include the areas of input processing, reprographics, distribution and records management.
- ORI 1000      Orientation for Cosmetology      Credit 1 (1-0)**  
Designed to prepare the student for notetaking, study skills, and test taking; this class will prepare the learner for the classroom. The student will also examine career options within the cosmetology field and focus on state licensure tests.
- OTA 0101      Occupational Therapy I (Fundamentals of the Professions)      Credit 3 (2-3)**  
Students are introduced to occupational therapy, the concept of the treatment team and the roles of other professionals on the team. Emphasis is placed on the COTA, The American Occupational Therapy Association, and local professional groups. Students begin the study of professional literature and the areas of practice of Occupational Therapy.



- OTA 0104 Occupational Therapy Media I Credit 5 (3-4)**  
The purpose of this course is to teach crafts that require tools for their completion. Emphasis will be placed on the proper use, maintenance, and safety factors of tools and materials. Students will do activity analysis and group teaching throughout the course.  
Prerequisite: OTA 0103
- OTA 0106 Occupational Therapy II (Physical Disabilities) Credit 4 (3-2)**  
Course materials will present students with diagnoses of general medical neurological and orthopedic conditions commonly found in occupational therapy settings. Etiology, pathology, course of treatment, prognosis and prevention will be discussed as they apply to the assistant level therapist. Lab sessions will afford students an opportunity to develop skills and simulate various disabling conditions. Problems solving to enable normal activity will be a part of didactic and lab sessions.  
Prerequisites: BIO 0101, BIO 0102, OTA 0101, OTA 0108, OTA 0112
- OTA 0108 Kinesiology for OTA Students Credit 4 (3-2)**  
A study of movement of the human body as it relates to activity, disability, and occupational therapy treatment. In laboratory sessions, students will become familiar with various methods of testing joint range of motion, muscle strength, and coordination.  
Prerequisites: BIO 0101, OTA 0101
- OTA 0110 Practice of the Profession Credit 3 (2-3)**  
Students observe and participate in various practice areas of the profession. Emphasis is placed on the role of occupational therapy personnel in these areas in conjunction with other professionals. Students begin study of activity analysis, observation of behavior, interviewing techniques and documentation.  
Prerequisite: OTA 0101
- OTA 0112 Disease Process Credit 3 (3-0)**  
Selected disease processes will be presented from childhood through geriatrics. Emphasis will be placed on etiology, prognosis and management. Students will utilize observation and activity analysis techniques when discussing management.  
Prerequisites: MED 0101, BIO 0101, BIO 0102, OTA 0101, OTA 0110
- OTA 0201 The Aging Process Credit 3 (3-0)**  
Course will focus upon the second half of the life span with emphasis on Gerontology. Concepts of the aging process, retirement, physical, emotional and social adjustments will be presented.  
Prerequisites: OTA 0112, OTA 0106, PSY 0107
- OTA 0202 Geriatric Programming Credit 4 (3-2)**  
Students study techniques of geriatric therapy programs. Emphasis is on maintaining independence, activities of daily living, work simplification, perceptual deficits, life review, diversion, etc. Community programs are examined.  
Prerequisites: BIO 0101, OTA 0108, OTA 0106, OTA 0112, OTA 0201, OTA 0206
- OTA 0204 Occupational Therapy Media II (Woodworking) Credit 3 (2-3)**  
Course material and laboratory sessions will orient, familiarize, and develop personal and therapeutic skills in one of occupational therapy's major crafts. Woodworking will be discussed, analyzed, and practiced in terms of its inherent therapeutic characteristics and value in promoting independent development in problem solving skills and media safety.  
Prerequisites: OTA 0103, OTA 0104



# **COURSE DESCRIPTIONS**

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- OTA 0205      Occupational Therapy Media III (Ceramics and Weaving)      Credit 3 (2-2)**  
Course work will include basic techniques of ceramics including: hand-building, mold pouring and process, wheel-thrown pottery and glazing techniques. Basic weaving techniques will include material selection, loom construction, warping process, pattern making and following. Both segments of the course will emphasize safety procedures and rules regarding a variety of patient populations and clinical settings as well as adaptive therapy techniques.  
Prerequisites: OTA 0103, OTA 0104, OTA 0204
- OTA 0206      Occupational Therapy – Splinting and Therapeutic Adaptation      Credit 5 (4-2)**  
Students will learn basic splinting techniques for a variety of physical disabilities and therapeutic adaptations for problems ranging from sensory-motor developmental delays to activities of daily living functional deficits. Laboratory sessions will direct and enable students to create adaptive devices using knowledge gained in previous media courses. Therapeutic testing equipment will also be presented.  
Prerequisites: OTA 0103, OTA 0106, OTA 0108
- OTA 0208      Pediatrics for OTA Students      Credit 3 (3-0)**  
Course will review normal and abnormal development with emphasis on occupational therapy intervention. Evaluation techniques will be presented. Occupational therapy treatment planning and techniques will be emphasized.  
Prerequisites: PSY 0107, OTA 0106, OTA 0112
- OTA 0210      Pediatric Programming      Credit 4 (3-2)**  
Students learn fundamentals of pediatric programming. Areas of study include environmental limitations, attitudes toward children with problems, programs for well children, children with spina bifida, deaf-blind, congenital problems are studied. Therapeutic techniques, perceptual-motor facilitation and inhibition techniques are some of the approaches focused upon.  
Prerequisites: OTA 0106, OTA 0108, OTA 0112, OTA 0208, PSY 0107
- OTA 0212      Occupational Therapy III (Psychiatric)      Credit 3 (3-0)**  
Students learn the role of occupational therapy in psychiatry. Class materials include the most common diagnostic categories with emphasis on therapeutic approach including behavioral observation, activity analysis, group function, frames of reference and treatment techniques.  
Prerequisite: PSY 0205
- OTA 0214      Occupational Therapy in the Community      Credit 3 (2-3)**  
The study and application of occupational therapy programs in various community settings (school systems, nursing homes, sheltered workshops, day care programs). Course will include class lectures and in-community experiences (Level IB) and will be interfaced with OTA 0215 Facility Management.  
Prerequisites: OTA 0101, OTA 0106, OTA 0108, OTA 0110, OTA 0112, OTA 0201, OTA 0202, OTA 0206, OTA 0208, OTA 0210, OTA 0212
- OTA 0215      Facility Management      Credit 3 (3-0)**  
Course is designed to teach the principles and application of maintenance and management of equipment and supplies as well as the skills essential to administrative functioning. Areas to be focused upon include cost analysis, budget, ordering materials and supplies, medicare-medicaid, scheduling patients, charging, uniform cost report, justification of equipment vs. supplies.  
Prerequisites: OTA 0101, OTA 0110
- OTA 0217      Occupational Therapy Activity Programming      Credit 3 (3-0)**  
Students will actively design programs for various populations. Materials and experience from previous OTA courses will be utilized. Course will focus on the



practical application of therapeutic techniques and emphasize observation, documentation, activity analysis and effective communications.

Prerequisites: OTA 0101, OTA 0106, OTA 0108, OTA 0110, OTA 0112, OTA 0201, OTA 0202, OTA 0206, OTA 0208, OTA 0210, OTA 0212

- OTA 0220 Occupational Therapy — Physical Disabilities**  
**Field Placement I** **Credit 8 (0-24)**  
Under the supervision of a registered occupational therapist, the OTA student will be required to provide occupational therapy services to a clinical setting for a six-week period. Emphasis will be upon the application of academically acquired knowledge as well as acquisition of additional experience and skills. The student will have the opportunity to develop methods and techniques that will lead to the performance level expected on an entry level OTA.  
Prerequisite: Successful completion of all required course work.
- OTA 0222 Occupational Therapy — Psychiatric Affiliation**  
**Field Placement II** **Credit 8 (0-24)**  
A clinical experience similar to that of OTA 0220 consisting of a six-week session in a psychiatric clinical setting under the supervision of a registered OTA.  
Prerequisite: Successful completion of all required course work.
- PED 0101 Adult Fitness and Physical Conditioning** **Credit 3 (3-0)**  
This course is designed for adults who are interested in attaining and maintaining an appropriate state of fitness. The course will provide opportunities for the student to improve physical endurance (both muscular and cardiovascular), strength, and flexibility. Integrated into the course will be discussions on diet, weight loss, and posture.
- PED 0102 Aerobic Dance** **Credit 3 (3-0)**  
Exercise sequences and dance patterns performed to music and designed to improve general physical fitness.
- PED 0103 Nature and Outdoor Recreation** **Credit 3 (3-0)**  
The purpose of this course is to acquaint the student with recreation and its relationship to our natural surroundings. Attention will be focused on conservation, wildlife, nature, projects for all seasons, and other activities. Local points of interest will be visited.
- PED 0104 Tennis** **Credit 3 (3-0)**  
A course designed to develop and strengthen skill in the basic fundamentals of the game. Includes discussions of rules, equipment, playing strategy and etiquette. Not recommended for players of advanced ability.
- PED 0105 Golf** **Credit 3 (3-0)**  
This course provides instruction in techniques, rules, scoring, etiquette, and terminology associated with golf. Emphasis is placed on proper methods and procedures in actual practice and play to include proper selection of equipment. Upon completion, students will be able to successfully complete a round of golf by using proper procedures and techniques.
- PED 0106 Karate** **Credit 3 (3-0)**  
This course provides the basic self-defense techniques required to obtain various belts in the art of Tae Kwon Do. Emphasis is placed on basic kicks, stances, punches, and hand and foot combinations of karate. Upon completion, students will be able to execute conditioning exercises, and demonstrate all basic stances.
- PED 0107 Life Sports** **Credit 3 (3-0)**  
In this course emphasis will be upon individual participation in sports one can enjoy and derive health benefits for a lifetime. A presentation on each sport will



# COURSE DESCRIPTIONS

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include background, equipment, demonstration, and suggested program. Students will learn an accessible life sport such as jogging, cycling, badminton, archery, volleyball, canoeing, and bowling.

- PHI 0101      Introduction to Philosophy      Credit 3 (3-0)**  
This introductory course in philosophy is designed to enable the student to use the historical approach in understanding philosophy; to analyze the basic concepts, themes, theories, and arguments of ancient, modern, and contemporary philosophers as well as the different philosophical problems which arise in the ever changing yet constant areas of life; and to develop a capacity for philosophical thinking.
- PHY 0101      Physics: Properties of Matter      Credit 4 (3-2)**  
A fundamental course covering basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.
- PHY 0102      Physics: Work, Energy, Power      Credit 4 (3-2)**  
Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity and dynamics. Units of measurement and their application are vital parts of this course. A practical approach is used in teaching students the use of essential mathematical formulas.  
Prerequisites: PHY 0101, MAT 0101
- PHY 0103      Physics: Electricity      Credit 4 (3-2)**  
Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horsepower, wattage, and transformers are major parts of this course.  
Prerequisites: PHY 0101, MAT 0101
- PHY 0104      Physics: Light & Sound      Credit 4 (3-2)**  
A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission, and detection. The principles of wave motion also serve as an introduction to a study of light, illumination and the principles involved in optical instruments. Application is stressed throughout.  
Prerequisites: MAT 0101, PHY 0101
- PHY 0105      Basic Science      Credit 4 (3-2)**  
This course is designed primarily for Respiratory Therapy students as an introduction to physics, chemistry, and microbiology. Those basic principles applicable to Allied Health personnel are explored and demonstrated by laboratory experiments so that the students are more comfortable in the clinical setting.
- PLA 0225      Practicum      Credit 2 (1-10)**  
This course consists of supervised work experience alternating with the educational program on a schedule satisfactory to employers, the institution, and the student. This period of time will enable the student to perform a planned variety of activities required of his specialty. The work periods will be carefully planned and closely supervised by the employer and the institution to provide experiences and responsibilities commensurate with the capabilities of the student.
- PME 1101      Automotive Gas Engines      Credit 6 (3-9)**  
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of



pistons, valves, cams, and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing, and repairing.

**PME 1102      Automotive Fuel Systems      Credit 4 (2-6)**

A thorough study of the fuel system and emission control systems to the automobile including the fuel pump, fuel tank carburetor, air breather and the various components for the emission control systems. This includes a study of fuels, types of fuel systems, special tools and testing equipment for the fuel system.

**PME 1103      Automotive Electrical Systems      Credit 8 (4-12)**

This course is a study of the electrical systems of the automobile including the basic systems of the battery and cranking systems, charging system, ignition system, accessories and basic wiring. The student will study the basic electrical test equipment as well as the more sophisticated diagnostic equipment. Safety is stressed in the practical shop applications and factory approved methods of repair.

**PME 1104      Diesel Engines      Credit 4 (2-6)**

This course is designed for the automotive student who will be confronted with the smaller versions of the diesel engine used in today's automobile. This course deals with the diesel theory of operation, rebuilding and servicing the diesel engine and its components, and studying the fuel and injection systems. Safety and factory approved methods of servicing the automotive diesel will be stressed throughout the course.

**PME 5211      Small Engine Repair      Credit 2 (1-3)**

Upon completion of this course the student should have: (1) demonstrated an understanding of the basic operations of two stroke cycle air cooled engines; (2) demonstrated an understanding of magneto ignition systems; (3) serviced at least two types of ignition systems; (4) demonstrated an understanding of carburetor; (5) serviced at least three types of carburetors; (6) serviced recoil starters. Basic maintenance of small engine equipment will be reviewed.

**POL 0102      The National Government      Credit 3 (3-0)**

English and colonial background, the articles of confederation and the framing of the federal constitution. The nature of the federal union; state rights, federal powers, political parties. The general organization and functioning of the national government.

**POL 0250      American Government      Credit 3 (3-0)**

The purpose of this course is to acquaint the student with the formal institutions of the American political system and their relationships with political parties, interest groups and individual citizens.

**PSY 0105      Human Growth & Development: Prenatal & Infant      Credit 3 (3-0)**

A detailed study of the developmental sequence of the prenatal and infant periods with emphasis on influences on and conditions necessary for optimal development.

**PSY 0106      Human Growth & Development: Early Childhood      Credit 3 (3-0)**

A detailed study of the developmental sequence during the pre-school period ages 2 to 6. Emphasis is given to factors influencing development, the importance of experiences in establishing patterns of behavior, attitudes, interpersonal skills, language usage, and the relationship of early childhood to later realization of potential.

**PSY 0107      Growth and Development-Life Span      Credit 3 (3-0)**

This developmental course provides the student an opportunity to study human growth and development from conception through death. The course emphasizes



# COURSE DESCRIPTIONS

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the genetic, biological, environmental, and socio-cultural influences on development. Students will learn the different characteristic changes, when they occur, and what causes them to occur during the various stages of growth and development.

Prerequisite: PSY 0151

**PSY 0110      Interpersonal Skills      Credit 3 (3-0)**

A study of basic principles of human behavior and interpersonal relations and their application to the formation of self management skills, group participation, and appropriate relationships within the working environment.

Prerequisite: PSY 0151

**PSY 0151      Principles of Psychology      Credit 3 (3-0)**

An introductory course in behavior which surveys the principles of learning, perception, thinking, biological and psychological motives, feelings and emotions, personality and adjustment. The objectives are to lay the foundation for advanced study in psychology, education, and sociology.

**PSY 0201      Human Growth & Development:  
Middle Childhood & Adolescence      Credit 3 (3-0)**

A detailed study of the developmental sequence during middle childhood and adolescence; emphasis is given to environmental and social factors which influence developmental rates, formulation of behavior patterns, and establishing of value systems and interests.

**PSY 0205      Abnormal Psychology      Credit 3 (3-0)**

An introduction to the dynamics of abnormal psychological behavior including neurosis, psychosis, character disorders, and psychosomatic reactions. The concept of Behavior Modification as a treatment modality will be stressed.

Prerequisite: PSY 0151

**PSY 0206      Applied Psychology      Credit 3 (3-0)**

A study of the principles of psychology in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems.

**PSY 0207      Personal Stress Management      Credit 3 (3-0)**

Stress will be defined and analyzed in relation to effects upon behavior, how stress can lead to distress and the destructive physiological effects of stress adaptation diseases. Attention will be directed toward individual differences of how and why stressors affect people in different ways. Special forms or techniques to relieve stress such as meditation, desensitization, and running will be discussed and analyzed to assist an individual in developing a personal coping strategy.

**PSY 0208      Social Psychology      Credit 3 (3-0)**

The social behavior of individuals. Individuals' behavior in relation to others. Attitude change, social conflict, social interaction, social perception and social influence processes; general theories of social behavior and research approaches.

**PSY 0210      Industrial Psychology      Credit 3 (3-0)**

A study of the psychological principles that control employee actions and attitudes are explored in relationship to the current technological transitions occurring due to development in automated manufacturing.

**PSY 0211      Career and Life Planning      Credit 3 (3-0)**

This course is designed to provide students with practical information and skills in dealing with the world of work and life management. The instruction received and the projects assigned will aid students with job acquisition skills, occupational performance, self-concept building, and coping with stress. Students become active participants throughout the course, and will receive grades based on the completion of assigned projects and classroom performance.



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- PSY 0260      Adjustment and the Process of Death      Credit 3 (3-0)**  
The process of death will be analyzed with the objective of providing individuals with knowledge and information so as to assist in adjustment. This course will assist family and friends of those critically ill to better cope with their feelings, emotions and grief. This course will assist such individuals and groups to better understand the process of death, assist them to better provide support and understanding, and to personally adjust to the possibilities and reality to death.
- PSY 1101      Human Relations      Credit 3 (3-0)**  
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
- PSY 1110      Industrial Psychology      Credit 3 (3-0)**  
Psychological principles and techniques are applied to the activities and problems of employees in business and industry due to the rapid and emerging transitions that are occurring in technological processes and equipment.
- PTA 0101      Introduction to Physical Therapy      Credit 5 (3-4-0)**  
This course includes an overview of physical therapy as a profession including history, employment settings, health care team relationships, types of treatment and an introduction to the common clinical conditions encountered by the therapist. Topics include selected physical therapy modalities, patient preparation, aseptic care, ethics, and concepts of health and disease. Upon completion, students will be able to explain the role of the assistant and demonstrate competence in basic techniques of patient care.
- PTA 0102      Physical Therapy Procedures I      Credit 5 (3-4-0)**  
This course is a continuation of PTA 0101 with detailed study of treatment procedures including physiological principles and techniques involved. Topics include application of hot packs, whirlpool procedures, massage techniques of the back and extremities, intermittent venous compression, paraffin, ultrasound, and patient response to treatment. Upon completion, students will be able to utilize hot packs, whirlpool, IVC, paraffin, ultrasound, and to massage back and extremities safely and appropriately in the laboratory setting.  
Prerequisites: PTA 0101, BIO 0101
- PTA 0103      Physical Therapy Procedures II      Credit 5 (3-0-6)**  
This course is a continuation of PTA 0102 with an emphasis on applying previously learned procedures within a clinical setting. During carefully planned and closely supervised clinical experiences, students who complete this course should demonstrate acceptable competence in applying procedures learned to date to include: hot packs alone or combined with other modalities; massage techniques; whirlpool procedures; intermittent venous compression; paraffin; ultrasound; transfer activities; and recognizing patient physiological/psychological responses to treatment. The student will be able to express a basic understanding of clinical department operational procedures, specific patient diagnoses being treated, and the interrelationships of health facility department and personnel.  
Prerequisites: PTA 0102, BIO 0102
- PTA 0110      Applied Kinesiology      Credit 5 (3-4-0)**  
This course provides a study of applied anatomy and kinesiology with emphasis on joint action, function and dysfunction as seen in a rehabilitation facility. Upon successful completion of PTA 0110, students will demonstrate an ability to: describe and demonstrate major joint actions; identify the major muscles of these actions, their bony attachments and nerves; measure joint motion using goniometer; demonstrate a working knowledge of muscle testing procedures; and identify topographically bone and muscle locations.  
Prerequisites: PTA 0102, BIO 0102



# COURSE DESCRIPTIONS

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- PTA 0201      Pathophysiological Conditions      Credit 4 (4-0-0)**  
This course is designed to present a survey of basic pathology with emphasis on conditions most frequently seen and treated in physical therapy. Topics include basic systems of body, the causes of disease or trauma processes, signs and symptoms, indicated treatment, and possible outcomes of conditions. Upon completion, students will be able to categorize illness and disease, understand basic pathology, identify organ or body systems involved, and explain repair processes.  
Prerequisites: PTA 0103, PTA 0110
- PTA 0202      Therapeutic Exercise      Credit 5 (3-4-0)**  
This course introduces principles and techniques of basic therapeutic exercises and ambulation as they relate to a variety of pathological conditions. Topics include routine therapeutic exercises, ambulation skills, postural routines, relaxation techniques, joint range of motion, and activities of daily living. Upon completion, students will be able to apply routine therapeutic exercises, fit crutches, walkers, and canes, teach ambulation skills as indicated, identify architectural barriers, and perform goniometric measurement.  
Prerequisites: PTA 0103, PTA 0110
- PTA 0204      Physical Therapy Procedures III      Credit 6 (3-6-0)**  
This course is a continuation of PTA 0103 with advanced study of selected procedures. Topics include infra red, ultraviolet, pain management by electrical stimulation, cryotherapy, microwave and shortwave diathermy, and the use of adaptive equipment and devices. Upon completion, students will be able to safely apply infra red, ultraviolet, electrical stimulation, cold therapies, diathermy, and use adaptive equipment and devices.  
Prerequisites: PTA 0201, PTA 0202
- PTA 0205      Physical Therapy Procedures IV      Credit 7 (3-0-12)**  
This course is a continuation of PTA 0204 and emphasizes physical and physiological principles and techniques of application of selected physical therapy measures. Topics include advanced principles and treatment of burns, amputees, cerebrovascular accidents, cerebral palsy, spinal cord injury, and traction. Upon completion of the lecture and clinical portions of this course, the student will be able to demonstrate a moderate degree of proficiency in combining advanced therapeutic skills and modalities.  
Prerequisite: PTA 0204, PTA 0211
- PTA 0206      Seminar in Physical Procedures      Credit 3 (3-0-0)**  
This course includes seminars in the latest advanced techniques and equipment, allied fields and specialties, and detailed experience in written reports. Topics include pharmacology, pediatrics, extradepartmental experience reports (observing an operation, team conference, etc.), case histories, and guest resource persons. Upon completion, students will be able to discuss the latest information on specialized techniques and equipment in physical therapy and other allied health fields, and to display maturity in writing progress notes.  
Prerequisites: PTA 0205, PTA 0215
- PTA 0211      First Aid & Safety      Credit 4 (3-2-0)**  
This course is designed to provide knowledge, techniques, and procedures for administering basic first aid assistance, and includes CPR certification. Emphasis is placed on prevention of accidents, identification of emergencies, and procedures to follow in first aid crises. Upon completion, students will be able to perform artificial respiration and cardiopulmonary resuscitation, identify and bandage wounds, and treat for shock, choking, burns, and other emergencies.  
Prerequisites: PTA 0201, PTA 0202
- PTA 0215      Community Health & Welfare      Credit 3 (3-0-0)**  
This course is designed to survey, identify, and describe various health and



welfare resources within the community and includes field trips to selected agencies. Topics include public, private, and voluntary health organizations and their functions, future trends of health care, and basic health problems. Upon completion, students will be able to discuss the functions, resources, and proper utilization of community health agencies and the need for such agencies.

**PTA 0298      Clinical Education I      Credit 6 (0-0-18)**

**PTA 0299      Clinical Education II      Credit 6 (0-0-18)**

This course is designed to place students in a variety of clinical settings for planned learning experiences and practice under supervision for eleven weeks. Emphasis is placed on reinforcement of learned skills during direct patient care and presentation of case studies of patients. Upon completion, students will be able to develop progress reports on patients and function effectively as integral members of the physical therapy team.

Prerequisite: PTA 0205, PTA 0215

**RED 0100D    Improving Reading Skills      Credit 3 (3-0)**

A developmental reading course designed to improve reading vocabulary and comprehension. It includes specific skills in comprehension, structured vocabulary improvement, pronunciation skills and the study of roots and affixes. The course is informal and personally directed.

**RED 0101      Introduction to Reading      Credit 2 (2-0)**

This course is designed to inform the students of the background of reading — the definition and history. Included will be the relationship between self concept and learning to read, the physiological aspects of reading, readiness for reading and phonics.

**RED 0102      Methods, Materials, & Techniques  
of Teaching Reading      Credit 4 (3-2)**

This course is designed to expose students to the mechanics of reading in word recognition and comprehension. In addition, major methods and techniques of teaching reading in the local system will be emphasized. Lab work for this course will consist of activities, working with individuals and small groups under the direction of the classroom teacher in public schools.

Prerequisite: RED 0101

**RED 1101D    Improving Reading Skills      Credit 3 (3-0)**

A developmental reading course designed for independent work in word identification, comprehension, and vocabulary skills.

**RED 1110      Specialized Vocational Reading      Credit 3 (3-0)**

This course is designed to introduce the student to comprehensive skills, vocabulary and speed in reading. Text will directly relate to course of study.

**REL 0101      Religious Thought in the 20th Century      Credit 3 (3-0)**

An examination of some contemporary and traditional sects, including Unification Church, Krishna Consciousness, Amish, Shakers, and Mormons. Topics may vary according to student interest.

**REL 0102      Introduction to Old Testament      Credit 3 (3-0)**

The Hebrew Scriptures are presented in a way that will enable the student to gain a fuller appreciation of messages about God and man. A historical, theological, and literary presentation is emphasized. Selected reading in the Old Testament is required.

**REL 0103      Introduction to New Testament      Credit 3 (3-0)**

An emphasis is placed upon the life, teachings, and significance of Jesus Christ. A consideration is given to the Jewish background of the New Testament and



# COURSE DESCRIPTIONS

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to St. Paul and the organization, ritual, and theological setting of the early church. Selected reading in the New Testament is required.

- REL 0104      World Religions      Credit 3 (3-0)**  
A developmental study of religion, beginning with primitive man and tracing religious thought to the active religions of today's world. Special emphasis is given to Hinduism, Buddhism, and Islam as major religions with which the western world is increasingly coming into contact.
- RTH 0100      Entry Level Examination Review      Credit 2 (2-0)**  
This course is designed to provide the student a comprehensive review of the content areas necessary for successful completion of the **NBRC Entry Level Examination**.
- RTH 0201      Respiratory Therapy Procedures I      Credit 6 (4-4)**  
This course is designed as an introduction to respiratory care. Topics include professional associations, the hospital structure, basic patient assessment, aseptic principles and the administration of medical gases, aerosol and humidity therapy. An introduction to charting is presented.
- RTH 0202      Respiratory Therapy Procedures II      Credit 4 (2-4)**  
This course deals with the techniques for providing proper respiratory care treatment modalities including: chest physical therapy, postural drainage, incentive spirometry and breathing exercises. The techniques and procedures used in pulmonary function studies is also included. Basic cardiac life support will be taught according to the standards of the American Heart Association.  
Prerequisites: BIO 0101, ENG 0101, RTH 0201, MAT 0105, MED 0101
- RTH 0204      Respiratory Therapy Seminar      Credit 2 (2-0)**  
This course allows the student to integrate the various types of therapy which were studied previously in the classroom and clinic. The student will have an opportunity to do independent research in Respiratory Care.
- RTH 0205      Respiratory Therapy Procedures III      Credit 6 (4-4)**  
An introduction to the theories and techniques of continuous ventilation. Topics include the maintenance of artificial airways including suctioning, indications, and physiological considerations involved in the care of ventilator patients. Appropriate equipment selection, techniques, and physiologic effects of mode selection, PEEP, expiratory resistance, inspiratory hold and high frequency ventilation will be emphasized.  
Prerequisites: RTH 0202, BIO 0102, RTH 0250, RTH 0302, PHY 0105, ENG 0102
- RTH 0250      Pharmacology      Credit 2 (2-0)**  
This course provides an introduction to the medications administered by respiratory care practitioners. Emphasis is placed on the techniques to be observed that will assure safe administration of these agents. A concise overview of drugs relating to respiratory care is also provided.  
Prerequisites: BIO 0101, MED 0101, MAT 0105
- RTH 0251      Cardiopulmonary Pathophysiology      Credit 3 (3-0)**  
Pathological processes which affect the body are discussed with special emphasis on those which affect the respiratory and cardiovascular system.  
Prerequisites: BIO 0101, BIO 0102, MED 0101
- RTH 0252      Pediatrics      Credit 2 (2-0)**  
An introduction to pediatric and neonatal anatomy, physiology, and disease processes. Ventilator care and management will be stressed along with different modes of therapy used in pediatrics.  
Prerequisites: BIO 0101, BIO 0102, MED 0101



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- RTH 0260      Respiratory Therapy Procedures IV      Credit 3 (2-2)**  
This course is an in-depth study of the mechanisms and hazards of mechanical ventilation. Modifications of therapy according to physiological parameters disease states are stressed.  
Prerequisites: RTH 0205, RTH 0304
- RTH 0261      Cardiopulmonary Pathophysiology II      Credit 5 (4-2)**  
This course will provide an in-depth study of the physiology of the cardio-respiratory system with emphasis on hemodynamic principles. Nutrition, fluid balance, renal physiology and concepts of advanced cardiac life support are presented. Special diagnostic testing and procedures are also discussed.  
Prerequisites: RTH 0251, RTH 0250, BIO 0103
- RTH 0271      Pediatrics II      Credit 3 (2-2)**  
An in-depth study of neonatal and pediatric physiology, mechanical ventilation, disease processes, evaluation and care of the pediatric patient is presented.  
Prerequisites: RTH 0252, RTH 0304
- RTH 0272      Advanced Pulmonary Functions      Credit 2 (1-2)**  
Mechanics and interpretation of pulmonary function will include body plethysmography, planimetry and bedside screening. Diffusion study techniques, iso-flows and Vmax 50 are discussed. Topics also included are blood gas quality control and equipment for testing.  
Prerequisite: Program Director approval
- RTH 0280      Cardiopulmonary Rehabilitation      Credit 2 (1-2)**  
An in-depth study of the assessment of the chronically ill patient and home environment including nutrition, physical therapy and exercise testing. Patient teaching will be stressed in areas of psychological support, exercise protocol and disinfection of equipment in the home environment. This course is designed to enable the practitioner to structure a discharge plan geared to the individual client.  
Prerequisites: Program Director approval
- RTH 0281      Organization and Administration      Credit 2 (2-0)**  
A study in planning, organizing, directing, and controlling a respiratory care/cardiopulmonary department. Record keeping, charting, and personnel management will be covered. The student may undertake actual management responsibilities during the course.
- RTH 0302      Clinical Practice I      Credit 3 (0-0-9)**  
This course will provide the student with an opportunity to apply the techniques of aerosol, humidity, and medical gas therapy in a clinical situation with proper supervision. Chest x-ray interpretation is introduced.  
Prerequisite: RTH 0201, MED 0101, BIO 0101, MED 0105
- RTH 0303      Clinical Practice II      Credit 8 (0-0-24)**  
This course will provide the students an opportunity to apply the techniques of IPPB, chest physiotherapy, pulmonary function studies, and chest x-ray and arterial blood gas analysis in a clinical situation with proper supervision.  
Prerequisites: PHY 0105, BIO 0102, RTH 0202, RTH 0250, RTH 0302, ENG 0102
- RTH 0304      Clinical Practice III      Credit 12 (0-0-36)**  
This course provides the student an opportunity for an intensive application of respiratory therapy to specific areas of the hospital such as the neonatal intensive care, medical surgical intensive care, respiratory intensive care, cardiac and cardiovascular intensive cares. Physician rounds will also be included.  
Prerequisites: RTH 0303, RTH 0251, RTH 0252, RTH 0205



# COURSE DESCRIPTIONS

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- RTH 0305      Clinical Practice IV      Credit 5 (0-0-16)**  
Under supervision, the student will apply and practice the techniques of mechanical ventilation and emergency respiratory support measures as required in various hospital settings and demonstrate clinical competence. Emphasis will be in intensive care, physician rounds, special procedures and differential diagnostic procedures. Skills of respiratory physical assessment and diagnostic interpretation will be emphasized.  
Prerequisites: RTH 0260, RTH 0261, RTH 0271, PSY 0110
- RTH 0306      Clinical Practice V      Credit 5 (0-0-16)**  
This clinical experience is designed to cover the total aspects of respiratory care for the acute and chronically ill adult or neonate. Skills in respiratory physical assessment and diagnostics are redefined. Management skills are surveyed.  
Prerequisite: RTH 0305, RTH 0280, RTH 0272, BIO 0205, ENG 0204
- SCI 0101      General Science II      Credit 3 (2-2)**  
Study of basic concepts from biological, physical, and natural sciences. Laboratory experiences provide opportunities to develop projects for demonstrating simple science concepts to young children, utilizing materials from nature and simple equipment. Each student will develop a series of projects appropriate for a specific level of development.
- SOC 0102      Principles of Sociology      Credit 3 (3-0)**  
Includes the principles of sociology and culture, collective behavior, community life, social institutions and social change; study of man's behavior in relation to other men, the general laws affecting the organization of such relationships and the effects of social life on human personality and behavior.
- SOC 0103      Principles of Dynamic Leadership      Credit 3 (3-0)**  
Leadership philosophies, principles, and techniques will be analyzed in relation to the requirement of the contemporary leader of the '90s. Students will review personality traits as well as the complex relationship of intersecting variables and come to realize that leadership is a process rather than a single act or event. Major variables for study are: (1) Characteristics of the leader (2) Characteristics of the followers (3) Characteristics of the organization (4) The social, economic and political milieu. Leadership theories of McGregor and Drucker will be analyzed as well as the 15th century principles of Machiavelli, the dedication and charisma of India's Ghandi, the mania of Hitler and the indoctrination and persistence of China's Mao. From this study the student will come to recognize his or her leadership style, be exposed to successful leadership techniques and principles to be employed in their work situation, and understand the complex interaction of leadership variables.
- SOC 0128      Community Resources      Credit 3 (3-0)**  
An overall view of community, state and national resource and service agencies, designed to assist families, children or individuals within the community.
- SOC 0204      Social Psychology for the Health Services      Credit 3 (3-0)**  
This course is designed to assist biomedical students in building meaningful human relationships and to help make the adjustments necessary to develop a satisfactory work situation. The fields of adjustment to be considered are: work environment, group interpersonal relationships, and personal involvement. Psychologically, students will be concerned with attitudes, frustrations, causation of behavior, motivation, individual differences, and job satisfaction. Sociologically, students will consider status, culture, role, communication, social systems, and the human relationship approach to others. They will be encouraged to see their own personalities in relation to our culture and society.



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- SOC 0211      Marriage and Family      Credit 3 (3-0)**  
A practical consideration and discussion of the factors leading to successful marital adjustment; attention is given to the period from early dating to marriage, the coming of children, and the problems of child rearing. The course also deals with sex adjustment, in-law relationships, religion, and money management.
- SOC 0212      The Older Adult and the Community      Credit 3 (3-0)**  
A general introductory course that deals with the problems of caring for the aged. Attention is given to the physical, emotional, and social needs of senior citizens.
- SPA 0101      Beginning Spanish      Credit 3 (3-0)**  
For the student with little or no previous instruction in Spanish. The student will be able to understand, speak, read, and write, in that order, the most elementary Spanish. Emphasis is on correct pronunciation; the use of Spanish in class; and the active practice of words dealing with everyday situations, the classroom, seasons of the year, the human body and clothing, and jobs.
- SPA 0102      Intermediate Spanish      Credit 3 (3-0)**  
A systematic review of Spanish grammar in conjunction with increased emphasis upon reading comprehension and writing skills. Readings include Spanish texts concerning Spanish civilization and culture.
- SSC 0150      Current Affairs      Credit 3 (3-0)**  
Building of understanding and knowledge of the events in the news, the people who influence world affairs, the historical background for the trouble centers. Includes a map-reading and geography unit, as well as discussion of internationally-known landmarks. Review of sources of information beneficial to studying current affairs and obtaining additional information.
- SSC 0303      Organizations and the Parliamentary Process      Credit 3 (3-0)**  
This course is a review of organizations to which people may join and a study of the rules of parliamentary procedures which allow such groups to make decisions in an orderly manner. This part of the course emphasizes the duties of the presiding person and the rights of the individual members. Civic, religious, political, professional, sports, military, and academic organizations are discussed. *WORLD ALMANAC* and *ROBERT'S RULES OF ORDER* are the required texts.
- TEX 0100      Fabric Science I      Credit 3 (3-0)**  
Analyzes textile fibers and the construction of fabrics, with emphasis on the properties that affect their hand, appearance, performance and end use.
- WLD 0120      Welding, Oxyacetylene      Credit 2 (1-2)**  
An introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, and assembly units. Covers welding procedures such as practice in puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, brazing, and hard and soft soldering. Safety procedures in the use of tools and equipment are stressed through the program of instruction. The student performs mechanical testing and inspection to determine quality of the welds.
- WLD 0121      Arc Welding      Credit 3 (1-4)**  
A study of the operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect weaknesses in welding. Safety procedures in the use of tools and equipment are emphasized throughout the course.



# COURSE DESCRIPTIONS

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- WLD 1101     Basic Gas Welding     Credit 2 (1-3)**  
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame cutting methods applicable to mechanical repair work.
- WLD 1102     Basic Arc Welding     Credit 2 (1-3)**  
Students are made aware of welding heats, polarities and electrodes for uses in joining various metal alloys by the arc welding process. Procedures such as welding different types of joints are practiced. Safety procedures are emphasized throughout the course.  
Prerequisite: WLD 1101
- WLD 1103     Welding     Credit 1 (0-3)**  
The various processes used for joining materials by welding are discussed. Lecture demonstrations and practice cover the oxyacetylene and arc welding processes, filler metals used, gases, currents, weldability of metals. Instruction is given in the set-up and safe operation of oxyacetylene welding apparatus. Students prepare joints by both hand and machine cutting with the oxyacetylene torch.
- WLD 1105     Automotive Body Welding     Credit 4 (2-6)**  
Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods and deck lids. Students run beads and do butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. There are two types of welding used — gas-shield arc welding and oxyacetylene welding. Safety procedures are extremely emphasized throughout the course.  
Prerequisite: WLD 1101
- WLD 1112     Mechanical Testing and Inspection     Credit 2 (1-3)**  
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, non-destructive, V-notch, Charpy impact, etc.  
Prerequisites: WLD 1141, WLD 1142
- WLD 1122     Commercial and Industrial Practices     Credit 6 (3-9)**  
Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.  
Prerequisites: WLD 1141 and WLD 1142
- WLD 1122A     Commercial and Industrial Practices     Credit 3 (2-3)**  
Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size, shape and procedures necessary to build the product. Actual projects are built in many cases. Continued emphasis on safety and sound work habits.
- WLD 1122B     Commercial and Industrial Practices     Credit 3 (1-6)**  
A continuation of WLD 1122A with emphasis placed on maintenance, repair of broken parts, special welding applications, field welding, nondestructive testing and inspection. Safety in the “non-shop” setting is also taught.

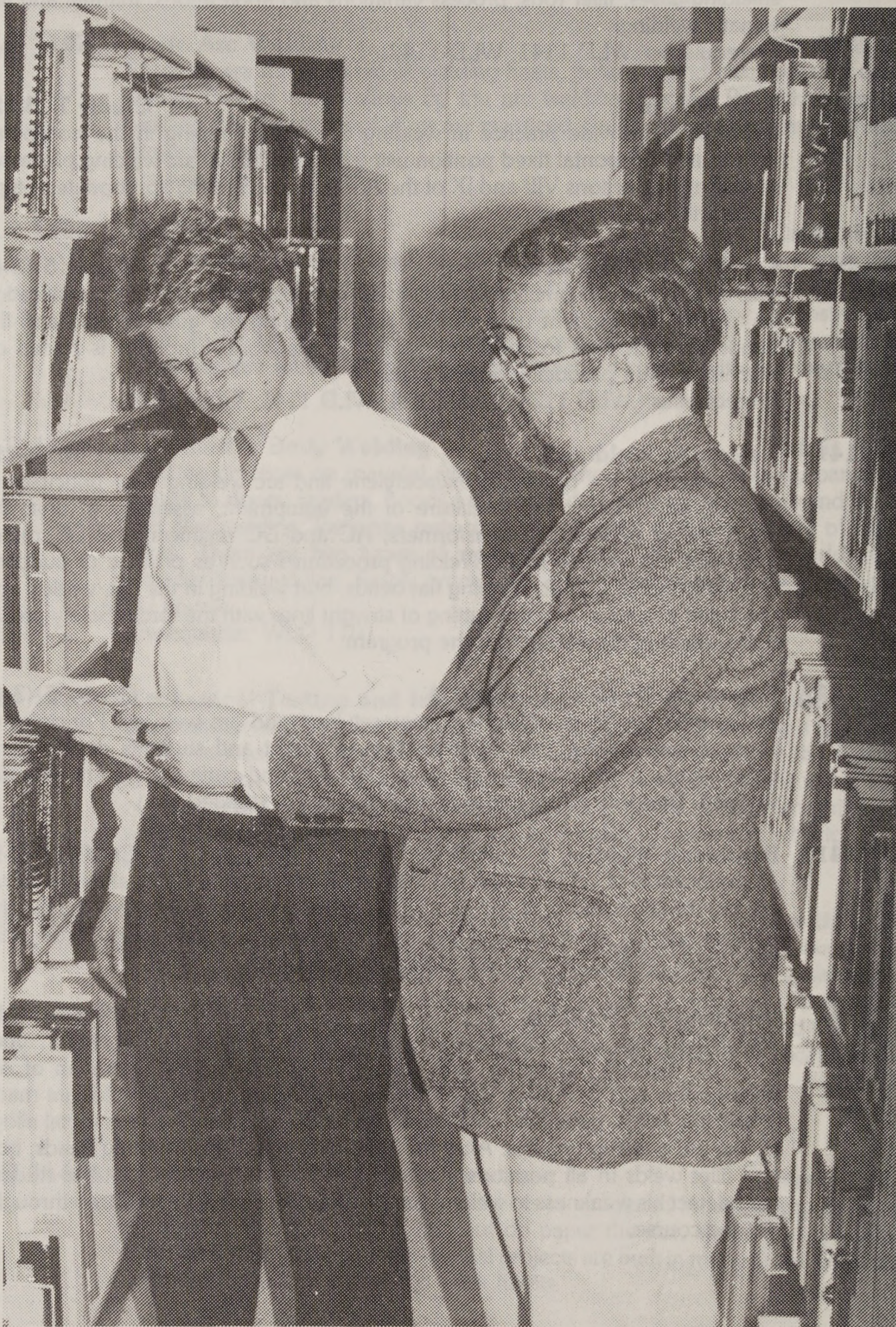


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- WLD 1123 Inert Gas Welding Credit 2 (1-3)**  
Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.  
Prerequisites: WLD 1141, WLD 1142
- WLD 1124 Pipe Welding Credit 7 (3-12)**  
Designed to provide practice in welding or pressure piping in the horizontal, vertical and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. Testing appropriate to type welds will be performed.
- WLD 1125 Certification Practices Credit 5 (3-6)**  
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.  
Prerequisites: WLD 1123, WLD 1124, WLD 1141, WLD 1142
- WLD 1141 Beginning Welding I Credit 10 (5-15)**  
Introduction to the history of oxyacetylene and arc welding. The principles of welding and cutting, nomenclature of the equipment, assembly of unit. the operation of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program.
- WLD 1141A Beginning Welding I — Part A Credit 5 (3-6)**  
An introduction to the history of oxyacetylene and arc welding. Principles of oxyacetylene welding and applications are taught and students develop and demonstrate proficiency in application. Brazing and cutting skills are also developed. Personal safety and safe work habits are stressed.
- WLD 1141B Beginning Welding I — Part B Credit 5 (2-9)**  
A continuation of WLD 1141A but with emphasis on arc welding skills. Students are taught applications of AC and DC welders and apply skills that are taught. Various types of welds and welding in different positions are stressed throughout the course. Safety practices are taught and practiced.
- WLD 1142 Intermediate Welding Credit 10 (5-15)**  
A review of basic oxyacetylene cutting and welding, preparation of metals, types of joints, welding procedures and testing of the welds. The operation of AC transformers and DC motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weakness in welding. Safety procedures are emphasized throughout the course.



## ***Continuing Education, Learning Resources Department***

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***People***



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## ***Learning Resources Department***

As the academic center for student learning and innovative teaching, the Learning Resources Department at Stanly Community College includes the Library, Media Services, Developmental Studies, Literacy Training, Human Resources Development, and Job Training Partnership Act (JTPA), each serving specific and unique functions.

### **LIBRARY**

The library consists of books, periodicals, journals, and microfiche; and provides services to the student body, faculty and the community. The atmosphere is pleasant with comfortable surroundings. Books are housed in open stacks, arranged by the Library of Congress classification system. The reference room is a separate room housing the reference collection and bound periodicals. Professional staff is available to assist in locating materials and providing information.

Books, with the exception of reserve and reference books, are checked out for two weeks. There is no limit to the number of books that may be checked out by a patron. A fine is charged for overdue materials with full replacement value charged for lost books.

### **MEDIA SERVICES**

The Learning Resources Center provides media services for faculty, staff, and students. This includes the circulation of audiovisual materials and equipment, such as slide and movie projectors, monitors and VCRs. Facilities are available for video preview, audio-tape and transparency production. Professional teleconferences may be hosted utilizing the satellite dish located on campus. Interested persons may call the media specialist in the Learning Resources Center when they receive information concerning a teleconference and request an on-campus showing of their conference.

Computers and typewriters are located in the Learning Resources Center for student use. In addition, there is a microfilm and microfiche reader-printer in the library.

### **DEVELOPMENTAL STUDIES**

Students are placed into developmental studies as a result of placement testing or voluntary enrollment. The developmental classes afford students an opportunity to learn or review the basic skills of grammar, reading, and math in a non-threatening atmosphere. Instruction is personal, self-paced, and non-competitive. Students needing academic skills improved before enrolling into degreed programs will benefit from Developmental Studies.

### **LITERACY PROGRAMS**

#### **Adult High School Diploma Program**

This program is designed for adults of all ages to enable them to complete their high school credits.



# LEARNING RESOURCES CENTER

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Students between the ages of 16 and 18 who have been released by their high school principal or superintendent of their public school, may enroll in the Adult High School Diploma Program. This program was designed by the Albemarle City/Stany County Boards of Education with Stanly Community College to provide the opportunity for citizens to complete their high school education.

A review of the student's high school transcript will be made to determine the subjects needed for completing high school. If the student has not taken the North Carolina Competency Test, he/she must pass this test before the diploma will be awarded by Stanly Community College and the Albemarle or Stanly County Schools.

There is no registration fee; adults may enroll by contacting the Adult High School Diploma Program on campus.

## GED

The GED is an alternative to the traditional diploma of public education. The GED is a five-part exam plus an essay testing for the student's competencies, as compared to national norms. Persons under the age of 18 are strongly discouraged from enrolling in the GED program.

GED prep classes are offered on campus and in the community. The classes review and teach all five subject areas on the GED and are provided at no cost to the student. A pre-test to determine a student's ability to pass the GED test is given in the classes. No adult may attempt to take the GED without first taking the pre-test and passing it. A \$7.50 GED testing fee is charged to each student taking the test.





## **ABE**

The college provides training in math, reading, and writing for adults who do not possess these basic skills or for those who wish to improve their basic skills. Adults who cannot read are enrolled in the ABE program where educational skills range from 0 to the eighth-grade level.

No registration fee is required for these courses; and instructional materials are provided free of charge to the student.

## **HUMAN RESOURCES DEVELOPMENT (HRD)**

The HRD program provides structured job counseling, training and job placement assistance in permanent employment, or further educational training for chronically unemployed or underemployed adults. Classroom topics discussed are: communication skills for getting and keeping a job, understanding behavior patterns of one's self and others, recognizing personal assets and limitations, and how to solve work related problems.

Interested persons may contact the HRD program on campus for class starting dates.

## **JOB TRAINING PARTNERSHIP ACT (JTPA)**

JTPA programs assist economically disadvantaged adults with financial obligations incurred as a result of returning to school. Students enrolled in literacy programs, HRD, or a large number of curriculum programs at the College may be eligible for tuition, books, or travel expenses paid through JTPA. Adults who feel they may be eligible should call the Learning Resources Department for more information.





# **CONTINUING EDUCATION**

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## **DIVISION OF CONTINUING EDUCATION**

### **GENERAL INFORMATION**

An important function of Stanly Community College is to provide courses for the continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, and civic communities.

Continuing Education promotes the concept of lifelong learning, by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses and programs offered allow adults to achieve their fullest potential in our everchanging world of knowledge, skill and understanding. The diversity of these programs ranges from vocational and technical upgrading to cultural and personal enrichment.

### **CLASS LOCATIONS**

Many of these classes are held on the Stanly Community College campus, others are conducted or may be organized in surrounding communities or within particular businesses or industries throughout Stanly County.

### **ADMISSION**

Admission to continuing education classes is open to individuals 18 years of age or older. Individuals less than 18 years old who are high school graduates or whose high school class has graduated may also enroll in continuing education courses. High school juniors and seniors, sixteen years of age and older, may enroll with permission from high school officials. Most courses taught through Continuing Education require no formal education requirements. Anyone interested in attending any Continuing Education course may pre-register by visiting the college or attending the first class meeting. Applicants are accepted on a "first-come, first-served" basis.

### **FEES**

Registration Fees vary with the type of course offered. Fees are announced in the course schedule which is published in June, September, December, and March. The registration fee is waived for persons 65 years of age or older.

Other costs in Continuing Education classes may include textbooks and/or equipment and tools. In a limited number of self-supporting classes and seminars, special fees may be charged.

### **MINIMUM ENROLLMENT REQUIRED**

Normally, a course may be offered when a minimum number of persons enroll for the subject. The College reserves the right to cancel any course when an insufficient number of people register.



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## CONTINUING EDUCATION UNITS (C.E.U.)

The Southern Association of Colleges and Schools, of which Stanly Community College is an accredited member, has recommended that the Continuing Education Unit (C.E.U.) be used as the basic instrument of measurement for an individual's participation in non-credit classes, courses and programs. One C.E.U. is defined as ten contact hours of participation in an organized continuing education class. Continuing Education Units are offered for courses that are applicable to professional certification, license renewal, and many professional and occupational courses.

## CLASS HOURS

Continuing Education classes are normally offered one or two evenings per week for ten or eleven weeks. Class hours vary from one to eight hours per day or evening. Special programs may be scheduled at the convenience of the participants and the College.

## OCCUPATIONAL COURSES

Stanly Community College offers many vocational, technical and business courses in Continuing Education. The primary objectives of these courses are to: (1) provide adults additional skills and/or knowledge applicable to their present occupation; (2) provide training for occupations in which skill and knowledge requirements are undergoing transition due to technological advances in equipment, materials and machines; and (3) provide assistance to area business and industry in meeting their required needs through specialized courses.

**Occupational courses are available in each of the following areas:**

**Business and Management:** available to a wide variety of business organizations and for those in administrative, management, sales and secretarial occupations.

**Fire Service Training:** offered in firefighting techniques for members of municipal, volunteer and industrial fire brigades.

**Food Service:** offered for school lunchroom managers and other food service employees.

**Health Occupational:** established for persons seeking additional medical, allied health, and nursing knowledge and skills.

**Hospitality Training:** available for persons employed in the numerous service occupations.

**Law Enforcement:** designed for upgrading both experienced and recently employed police and law enforcement officials.

**Management and Supervisory Development:** offered to improve supervisory and management techniques for beginning and experienced personnel.

**Technical Courses:** available for upgrading the knowledge and skills of persons working in the numerous technical and para-professional occupations.



# **CONTINUING EDUCATION**

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**Vocational Upgrading:** designed for persons working in skilled and semi-skilled occupations.

Additional information regarding occupational upgrading courses may be obtained by contacting the Division of Continuing Education at the College.

## **GENERAL ADULT EXTENSION**

The General Adult Extension program offers to individuals 18 years of age and older, short-term courses for self-improvement, cultural enrichment, and academic achievement. The program is intended to meet the growing needs and interests of the community. Its purpose is to provide each participant an opportunity to pursue special interests and to fill his/her leisure time with worthwhile educational projects. Examples include conversational foreign languages, public speaking, government, history, sewing, flower arranging, creative arts, sign language, guitar, quilting and personal development.

Additional information regarding general adult extension courses may be obtained by contacting the Division of Continuing Education.

## **NEW AND EXPANDING INDUSTRY TRAINING**

One of the basic objectives of Stanly Community College is to stimulate the creating of more challenging and rewarding jobs for the citizens of our area by providing a customized training service to new and expanding industries.

Subject to minimal limitation, this college, in cooperation with the Industrial Service Division, Department of Community Colleges, will design and administer a special program for training the personnel required by any new or expanding industry, thereby creating new employment opportunities in North Carolina.

The purpose of this service is to assist a new or expanding industry to meet its immediate personnel needs while concurrently encouraging each industry to develop a long-range training program of its own designed to satisfy its continuing replacement and retraining needs. No charge is made for these services.

## **SMALL BUSINESS CENTER**

Stanly Community College's Small Business Center was established under a state grant in October 1984. It serves the small businesses of Stanly County and is part of a growing network of fifty centers in the North Carolina Community College system. These facilities are charted to help beginning and established entrepreneurs become and remain profitable. The Small Business Center works closely with the Small Business Administration (SBA), Active Corps of Executives (ACE), Service Corps of Retired Executives (SCORE), the Chamber of Commerce and other business/trade organizations.

The Center helps the local business community by providing assistance, referrals, one-to-one counseling, education, training, and contacts with commercial, civic and government agencies.



## VISITING ARTIST

The purpose of the Visiting Artist program is to deepen the appreciation and cultivation of the arts within the communities served by the College. Visiting artists are available for performances, lecture-demonstrations, and programs for civic clubs, public schools, community organizations, and church groups. There is no charge for this service.





# PEOPLE

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## STATE ADMINISTRATION

William F. Simpson ..... Chairman, State Board of Community Colleges  
Robert W. Scott ..... President, Department of Community Colleges  
Dr. Edward H. Wilson, Jr. .... Executive Vice President  
Department of Community Colleges

## BOARD OF TRUSTEES

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## FACULTY AND STAFF

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A.A.S. Stanly Community College  
B.S. Gardner-Webb College

**Bernard Almond** ..... **Director of Physical Plant**  
A.A.S. Anson Community College

**Gail Almond** ..... **Bookstore and Purchasing Clerk**  
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B.S. Gardner-Webb College

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A.A.S. Stanly Community College

**Louise Barbee** ..... **Cashier**

**McChord Barbee** ..... **Instructor — Auto Mechanics**

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M.S. North Carolina A and T State University

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**Pam Brafford** ..... **Assistant to the Director for Planning and Resource Development**



---

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B.S. Gardner-Webb

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M.A. Command and General Staff College

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B.S. University of Georgia

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A.B.A. South Plains Junior College  
B.B.A. West Texas State University  
M.B.A. West Texas State University

**Tom Chrane** ..... **Program Head — Computer Engineering Technology**  
A.A.S. Central Texas College

**Doug Clayton** ..... **Maintenance**

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A.A. Essex Community College  
B.S. Morgan State College  
M.S. Florida International University

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B.A., J.D. UNC-Chapel Hill

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Diploma Stanly Community College  
A.A.S. CPCC  
B.S. Appalachian State University

**Sharon Cupples** ..... **Adult Development Specialist**  
B.S. UNC-Charlotte

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A.A.S. Stanly Community College  
B.S. Pfeiffer College

**Marcia Daniel** ..... **Dean of Learning Resources**  
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M.S. North Carolina A&T State University

**Tanya Davis** ..... **Records Technician**



# PEOPLE

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M.A. UNC-Greensboro  
Ph.D. UNC-Chapel Hill

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M.S. Duke University

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B.S. Limestone College

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B.A. Queens College

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M.A. Appalachian State University

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A.A.S. Central Piedmont Community College **Respiratory Therapy**

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B.S. Wake Forest University  
M.S. Appalachian State University  
Ph.D. Columbia Pacific University

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M.A. Appalachian State University



**Sue McIntyre ..... Instructor – Business Department**  
B.A. Accounting, Pfeiffer College  
M.B.A. Pfeiffer College



# PEOPLE

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Senior — UNC Charlotte

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B.A. M.Ed., and Administration **Development**  
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**Dean for Continuing Education**

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M.S. Appalachian State University

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Diploma King's Business College

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A.A.S. Stanly Community College

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B.A. West Virginia University **to Vice President of Instruction**

**Alan Salmon** ..... **Program Head — Horticulture**  
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- Delores Smith** ..... **Secretary to Dean for Learning Resources**  
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M.B.A. Ohio State University
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B.S. Pfeiffer College
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- Daisy Washington** . **JTPA Counselor and GED Test Administrator**  
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- Debra Harwood** ..... **Computer Operator/Accounts Payable**  
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- Barbara Wiggins** ..... **Faculty/Cooperative Education Secretary**  
Diploma Stanly Community College
- Dot Winecoff** ..... **Instructor — Nursing Department**  
R.N. N.C. Baptist Hospital  
B.A. Pfeiffer College  
B.S.N. UNC-Charlotte



# PEOPLE

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- Jim Yandle** ..... **Assistant to the President for Public Affairs**  
A.B. Pfeiffer College
- Virginia Yandle** ..... **Library Assistant**
- Karen Yerby** ..... **Counselor**  
B.S. Atlantic Christian College  
M.A.Ed. East Carolina University
- Carol Yow** ..... **Secretary, Resource Development**  
A.A.S. Stanly Community College, CPS  
B.S. Emory University

## ANSON-STANLY COMMUNITY COLLEGE

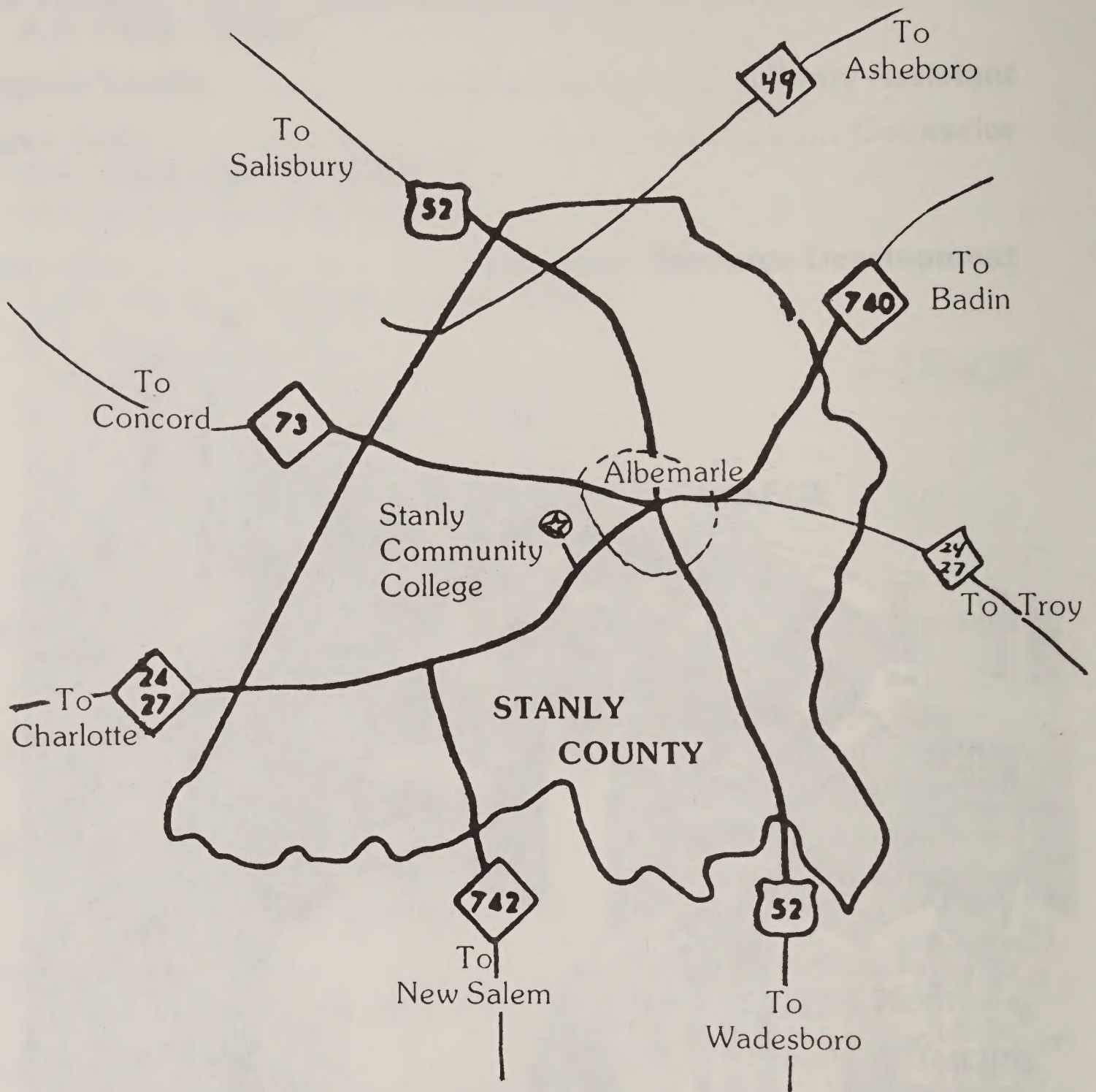
### Staff

- Robert J. Washer** ..... **Vice President**  
A.A. Campbell University  
B.S., M.A.Ed. East Carolina University
- Kevin F. Ashley** ..... **Program Director**  
B.S., B.A. UNC-Charlotte **Continuing Education**
- Elma Jean Beatty** ..... **Program Director**  
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M.A. Appalachian State University
- Jerry L. Caudle** ..... **Instructor/Coordinator**  
B.S. Elizabeth City State University **Literacy/JTPA Programs**
- Jack J. Crawford** ..... **Program Director**  
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A.A.S. Anson Community College **Curriculum**

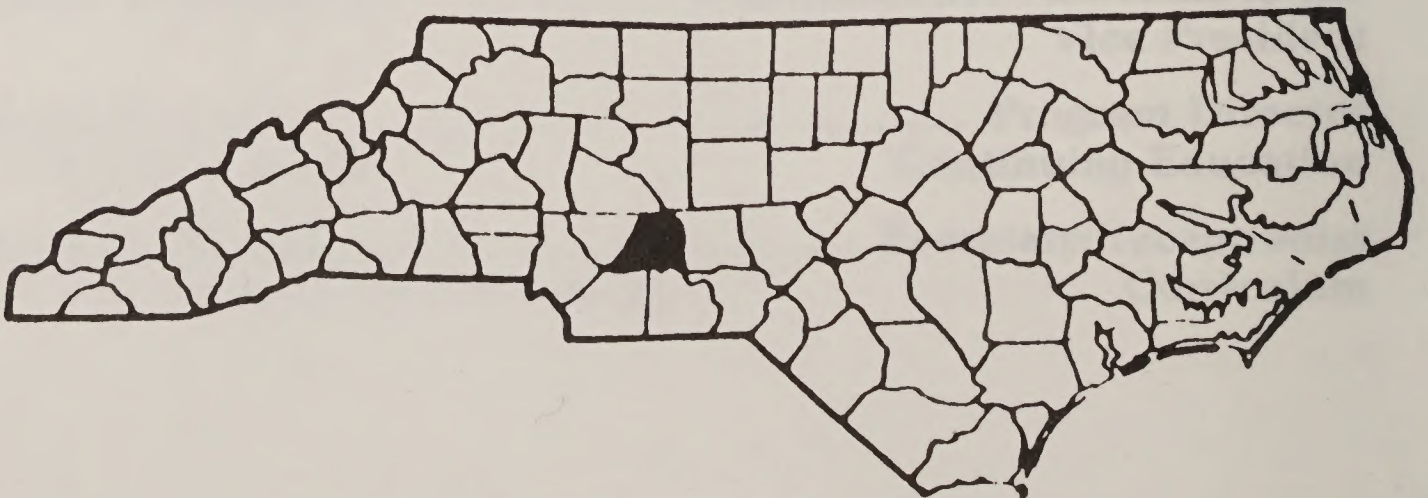








Stanly Community College is located on Highway 24/27 two miles west of downtown Albemarle.











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